

Job description

Job title:	Team Manager
Grade:	Grade 13 + 3 LMIs*
Job evaluation reference:	ES622
Job family:	Health and Social Care

Purpose and impact

The post is responsible for managing a team of social workers and other professionals in delivering a range of statutory services to children, young people and their families in regard to the Children Act 1989/other relevant legislation in order to deliver both a prevention and safeguarding service. The role is delivered across a range of different service delivery contexts.

1. To manage a team of social workers and other relevant staff in the delivery of a statutory social work service to children, young people and their families.
2. To provide professional advice and guidance on all matters relating to safeguarding children and young people in area of the team's delivery.
3. To deputise for the Operational Manager if required.
4. To ensure that the team's operational delivery is effectively performance managed in regard to the training and development of staff.
5. To deliver improved operational outcomes through an effective use of performance data.
6. To manage the budget effectively and economically.
7. To effectively work in partnership with partner agencies to promote and enable the lives of children to be improved through effective planning.

Key responsibilities

8. To manage a team of social workers and other relevant staff in the delivery of a statutory social work service to children, young people and their families.
9. To provide professional advice and guidance on all matters relating to safeguarding children and young people in area of the team's delivery.
10. To deputise for the Operational Manager if required.
11. To ensure that the team's operational delivery is effectively performance managed in regard to the training and development of staff.
12. To deliver improved operational outcomes through an effective use of performance data.
13. To manage the budget effectively and economically.



14. To effectively work in partnership with partner agencies to promote and enable the lives of children to be improved through effective planning.
15. To provide reflective qualitative supervision for social workers and other relevant staff.
16. To manage the performance of all staff through the annual PDR process and review each year, this includes ensuring that each member of staff has a Training and development plan.
17. To be responsible for the delivery of Dorset Council's capability and Disciplinary procedures, through consultation with HR and the Operational Manager.
18. To monitor, track and review the sickness levels of all staff.
19. To investigate and respond in writing to Stage One complaints or commendations.
20. To manage effectively the workflow within the social work caseloads, to ensure that children and young people's needs are met appropriately within a timely manner.
21. To attend court as and when required in relation to care proceedings and other types of complex court work.
22. To attend other relevant meetings which require the team manager to chair the meeting or where a social worker may need to be supported by the team manager. This includes Legal gateway meetings, PLO meetings, strategy discussions, permanency planning meetings etc.
23. To attend meetings held by the Operational Manager or identified as important to attend by the Operational Manager.
24. To hold Team meetings at least every two weeks.
25. To support the development of staff through delivering an induction process; supporting NQSWs and identifying common themes within the team which need to be addressed positively through a joint training initiative.
26. To ensure that there is compliance within the team in regard to data inputting, case recording and in regard to confidentiality issues.
27. To be responsible for completing case audits on individual social workers case files and to participate in the safeguarding audits.
28. To be aware of and to ensure that the team understand any issues that may have arisen out of a DC/National lessons learned from serious case review in order to improve practice and outcomes for children, young people and their families.
29. To participate and deliver the recruitment of staff with the Operational Manager.
30. To be responsible for the effective, economic and efficient use of the delegated budget at team manager level of responsibility.
31. To have a complete understanding of permanency planning; child protection procedures and child in need procedures.



32. The post holder will be expected to identify any relevant health and safety issues which may arise in regard to staff during the course of their work. This will include informing the relevant Operational Manager and participating in a health and safety risk meeting with an associated outcome of a plan.
33. To contribute if required to the delivery of a response to a civil emergency.
34. To undertake other and comparable or lesser duties as and when required by Dorset Council, Head of Service, or Operational Manager.
35. To be flexible according to service needs and operational demands.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Operational Manager

Responsibility for: The post is responsible for managing directly between 5-10 full time equivalent staff.

In addition to the key responsibilities, as a people manager you will also:

- Lead and manage team dynamics and performance by setting clear expectations, providing regular feedback, and ensuring high-quality delivery through effective quality assurance practices.
- Create an inclusive and supportive team environment that ensures continuous learning, professional development and good wellbeing, aligning to the council plan priorities, people and culture strategy, and responsibilities set out within our people management policies and requirements.
- Lead and champion opportunities for service improvement, innovation and change by taking accountability for its successful implementation, ensuring team members are engaged, motivated, and supported throughout transitions, whilst role modelling new ways of thinking and working.

Other factors

36. Responsibility for managing specific budgets as identified by the Head of Service and set down within the delegated scheme of responsibility.
37. The post holder will have a tablet/laptop which they will use as a means of recording all information in regard to the role and responsibilities that they have.
38. The post holder will have a named substantive base but will be expected to deliver within the context of an agile working environment.
39. The post holder will be expected to have access to a car in order to travel across the county.
40. The post holder will may be expected, depending upon the context statement which sits with this Job Description, to visit or meet service users in a variety of locations.



41. The post holder will be expected to visit partner agencies across the county and outside of the county in regard to children, young people and their families and their associated plans operationally.
42. The post holder may be expected to attend court.

Labour Market Increments

**Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).*

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Diploma in Social work/CQSW	Application form
2. Post qualifying Award/Practice Educator/Further evidence of continuous professional development	Application form
3. Registered with Social Work England	Application form
4. DBS	Application form
Experience	
5. Experience of working as a social worker for a minimum of four years post qualifying	Application form
6. Significant experience of working with the Threshold tool as set out within the Continuum of Need and working together in order to make appropriate decisions in regard to children and young people	Application form
7. Experience of delivering complex assessments and plans in regard to Child in Need, Child protection or Children who are in Care	Application form
8. Experience of delivering complex court proceedings in a variety of court settings	Application form
Knowledge	
9. Comprehensive knowledge of all relevant statutory legislation, Policy and procedures in regard to the delivery of a Children's social work service	Application form Interview Assessment
10. Knowledge of permanency planning and procedures	Application form Interview Assessment
11. Knowledge of Child protection procedures as set out in Working together	Application form Interview Assessment
12. Knowledge of Early help and prevention	Application form Interview Assessment
13. Knowledge of Child Sexual exploitation and child sexual abuse	Application form Interview Assessment
Skills and abilities	
14. Excellent communication skills, both written and oral	Interview Assessment
15. Good negotiation skills	Interview Assessment
16. Ability to set targets and work within deadlines	Interview Assessment



17. Excellent assessment skills	Interview Assessment
18. Ability to be team player within the context of the service operational structure	Interview Assessment
19. Ability to clear, concise and constructive advice to team members regarding complex cases	Interview Assessment
Our values	
20. Respect	Interview Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
Other	
25. Able to fulfil any travel requirements of the post	Application form
26. Ability to work flexibly to meet the needs of the service delivery, including working outside of what are considered office hours	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Experience	Assessed through:
27. Experience of the supervision of staff either through the direct supervision of social workers or through being a Practice Assessor	Application form
28. Experience of working with a number of partner agencies and families in regard to delivering Early Help at Tier Two of the threshold	Application form
Knowledge	
29. Knowledge or understanding of the performance management of staff through the Local authority performance management processes	Application form Interview Assessment
30. Knowledge or understanding of budget management	Application form Interview Assessment
31. Knowledge or understanding of the importance of effective managerial decision making using factual evidence, research and analysis in regard to the plans for children and young people	Application form Interview Assessment

Approval

Manager's job title: Vanessa Glen

Date: January 2016



Dorset
Council

