**Job Description**



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| Job Title | Team Manager - Children in Care  | Directorate | People |
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| Post Number |  | Division | Children’s Services |
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| Grade | 13 | Salary | £52,430 to £56,168 | Section | Social Work Services |
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| Reports To | Service Manager Children in Care and Care Leavers  |

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| **Purpose of the Job** |
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| Responsible for the leadership and management of a social work team in the children in care service, ensuring that vulnerable children and their families receive responsive services that safeguard and promote their welfare.Actively promote and contribute to the strategic developments for children and their families inDudley.Responsible over Social Workers, ASYE’s, Trainee Social Workers |

**Specific Accountabilities**

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| **MANAGING ACTIVITIES**To have full responsibility for the delivery of services to children, young people, their familiesand carers, in line with legislation, guidance and local policy and procedures.To make highly complex decisions relating to social service provision for children, young peopleand their families within Dudley.To manage allocation of work in accordance with priorities, ensuring that assessments, careplans and reviews are implemented where required and ensure that all statutory timescales aremet.To work collaboratively with partner agencies, within the children’s division and in the voluntarysector to ensure multi-agency assessment, planning, intervention and review.To negotiate the provision of services with voluntary and external agencies that supports thedelivery of services to children, young people, their families and carers.To contribute to the management of services as a member of the Children’s ServicesManagement Team.To promote effective internal and external communication.To chair and participate in working groups, task groups, permanency planning and to be fully involved in Serviceplanning, team meetings, over seeing the care plans for children you are corporately responsibly for.To ensure the requirements of appropriate childcare legislation and guidance are understoodby all members of staff. This should be disseminated during team meetings and withinsupervision.To monitor and review effective workload management and to ensure performancemanagement / quality of case work is being maintained.To contribute to the development and implementation of the Service Plan.**MANAGING RESOURCES**To ensure that thresholds for service intervention have been met* To ensure care plans are progressed with focus on permanency
* Attend court for discharge of care plans or challenges to care orders

To effectively manage delegated budgets allocated to children’s Services and to ensure valuefor money and effective use of resources, utilising best value principles.Delivery of service within allocated budget(s) and in compliance with the Council’s financial andother regulations.Make arrangements for the payment to children, young people, their families andcarers.**MANAGING PEOPLE**To work with colleagues to recruit and select staff in the Children’s Services division inaccordance with the Council’s procedures in respect of safer recruitment.To ensure that all new staff members are fully inducted and are aware of the Directorate’spolicies in respect of health and safety, anti-discriminatory practice and Dudley Council’sStrategic PlansTo monitor the performance of staff through regular supervision, observations of practice andAppraisal.To work with colleagues to ensure the most effective deployment of staff in the Service.Ensure that training and development needs of staff in the Children’s Services area are identifiedand met through the use of the Performance Review and Development process. Training plansshould be reviewed regularly within Supervision.Promote and enforce the Council’s Health and Safety Policy and maintain safe working practicesfor self and others.To be responsible for the professional supervision, guidance, reflective practice and support tosocial work staff involved in the on going assessment and improvement of outcomes for children in care and care leavers.To be available to provide case work management and individual support to other staff acrossthe Service when other managers are not available.To regularly review the work of the team and service delivery, initiate new developments andany other changes as appropriate in consultation with the Head of Social Care.To be accountable for own progression in career development by learning through trainingopportunities and both personal and professional development opportunities.**MANAGING QUALITY**To contribute to planning processes for Children’s Services, and including those that contributeto the meeting of Improved Outcomes for Children, Quality Assessment Framework, and BestValue performance targets.To use management information systems effectively to drive up the performance and quality ofthe service.To ensure that all statutory requirements are met and that staff are fully updated when changesare made in respect of current developments, new guidance, research and legislation.To undertake regular case audits and ensure that statutory obligations and performancemanagement targets are being met.To ensure service users are aware and have access to the Complaints Process and ensure thatChildren’s Services conforms to the Complaints Procedure.To keep up to date with Dudley’s Council and Services policy, national trends, research,government guidelines, legal issues, etc.To ensure that the Service seeks to involve parents/carers and young people in the planning ofservices and review processes, including actively seeking their views and their participation.To promote and enforce the Council’s Equal Opportunities Policy, and ensure services takeaccount of the cultural, religious and linguistic background of users and meet the relevantEquality Standard.Ensure all team members operate ICT systems effectively and in accordance with theDirectorate’s procedures.To operate at all times within the professional ethics and disciplines of social work as describedin the social work England codes of practice**MANAGING INFORMATION**Prepare reports and maintain all necessary records including computerised records foradministrative and statistical purposes in Children’s Services.Contribute to the development and review of management information systems in planning andmonitoring Service activity.To arrange with Information Services and Quality and Performance Management for thecollection of information required to monitor the achievement of Government and internalindicators and targets. |
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| **Key Accountabilities**To be accountable for and promote equality, diversity and community cohesion to meet Council,Directorate and Service objectives. All employees have a responsibility not only for their ownbehaviour, but also for others regarding equality of opportunity. Any incident must be reported.To participate in a Performance Review and Development meeting and undertake a plan oftraining where necessary. Develop his/her own skills and expertise in a professional manner.In addition to all the responsibilities listed above, all employees must be flexible in theirapproach and undertake other duties that are commensurate with post holder’s level, whereverthey may be, to achieve the objectives of the Directorate.To represent the Council and Directorate in a professional manner meeting the Corporate andDirectorate aims. To comply with Directorate and Corporate policies.If appropriate to be responsible for the recruitment and performance management of designatedteams and individuals in accordance with Corporate and Directorate aims and managementstyle.To comply with the council’s financial regulation and standing ordersTo actively promote Dudley’s commitment to safeguarding and promoting the welfare ofchildren, young people and vulnerable adults at a level appropriate to this group.Employees must comply with health and safety legislation and will be required to comply withthe Council’s Health and Safety Policies. All employees must ensure that they take reasonablecare of their own health and safety as well as the health and safety of any person that isaffected by their actions.To be responsible for adhering to legislative requirements and Council Policies and Proceduresincluding, but not exclusively health & safety, Data Protection and Internet/Email use. |
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| **Health & Safety**All employees have a duty to carry out their work with due regard for the health and safety of employees and the public, to observe health and safety requirements relevant to their activities and co-operate with the Council so as to enable them to carry out their own responsibilities effectively. They must report to their supervisor every accident which could result in injury or damage to plant and equipment and co-operate in the investigation of accidents with object of preventing a recurrence. |

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| Special Conditions |  This post is subject to the DBS checking process The post holder must be able to drive, hold a valid full driving licence and have the use of a vehicle.Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old)  |
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| Car Allowance | Mileage |
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| Prepared By(Section/Mgr) |  |
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| Review Date  | Sept 21 |



**Person Specification**

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| Job Title | Team Manager children in care | Directorate | People |
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| Post Number | CHILD038A | Division | Children’s Services |
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| Grade | 13 | Salary | £52,430 to £56,168 | Section | Children’s Social Care |
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| Criteria (Essential) | Assessment By |
|  |  | Application | Interview | Test |
|  |  | √ | √ | √ |
| Experience |  |  |  |  |
| Experience of extensive working within social care services for children andfamilies |  | √ | √ |  |
| Experience of providing supervision, and consultation |  | √ | √ |  |
| Significant experience in providing social care planning services for childrenand families |  | √ | √ |  |
| Experience of being involved in cultural and organisational change incomplex organisations |  | √ | √ | √ |
| Experience of being involved in developing and monitoring services |  | √ | √ |  |
| Experience of being involved in partnerships/inter-agency working |  | √ | √ |  |
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| Qualifications / Training |  |  |  |  |
| Registered, social worker with social work England.  |  | √ |  |  |
| Evidence of management/supervisory training and/or willingness toundertake such training |  | √ | √ |  |
| Evidence of continuous professional/management development |  | √ |  |  |
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| Practical Skills |  |  |  |  |
| Ability to lead within your service area function. Including the abilityto articulate with coherence and clarity, the vision for the service; |  | √ | √ | √ |
| Ability to gain ownership of Directorate goals and objectives and tomotivate staff; |  | √ | √ |  |
| Ability to engage and involve service users and carers in planningand delivering services |  | √ | √ |  |
| Ability to deliver, by planning work and setting targets for theachievement of objectives. Ability to have a good performance data track record as a practitioner. |  | √ | √ |  |
| Able to demonstrate competence in financial management, includingthe analysis of financial and service activity data and prioritisation offinite resources |  | √ | √ |  |
| Ability to communicate effectively in all formats, verbally and in writing  |  | √ | √ |  |
| Able to use interpersonal skills to build and maintain relationshipswith other staff at all levels and with external partners |  | √ | √ |  |
| Demonstrate commitment to anti -oppressive and anti-discriminatorysocial care practice and management |  | √ | √ |  |
| Ability to make clear assessments and make appropriate decisionsafter assimilating a wide range of views. Ability to show progress with case management avoiding drift and delay for care planning. |  | √ | √ |  |
| Currently or prepared to become IT literate in line with therequirements of the job. |  | √ | √ |  |
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| Other Qualities and Attributes |  |  |  |  |
| A Knowledge of equality & diversity issues |  | √ | √ |  |
| Committed to our values and behaviours framework  |  |  | √ |  |
| Works flexibly with local and wider team and in partnership with other professional agencies to achieve overall team goals |  |  | √ |  |
| Logically interprets and draws meaning from information that leads to a clear analysis of required intervention |  |  | √ |  |
| Anticipates and reviews situations in depth to identify critical issues and act upon them |  |  | √ |  |
| Ability to lead by example in a restorative framework of practice |  | √ | √ |  |
| The post holder must be able to drive, hold a valid full driving licence and have the use of a vehicle. |  | √ |  |  |
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| Prepared By | Gayle Barry |
| Date | 21/09/21 |
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