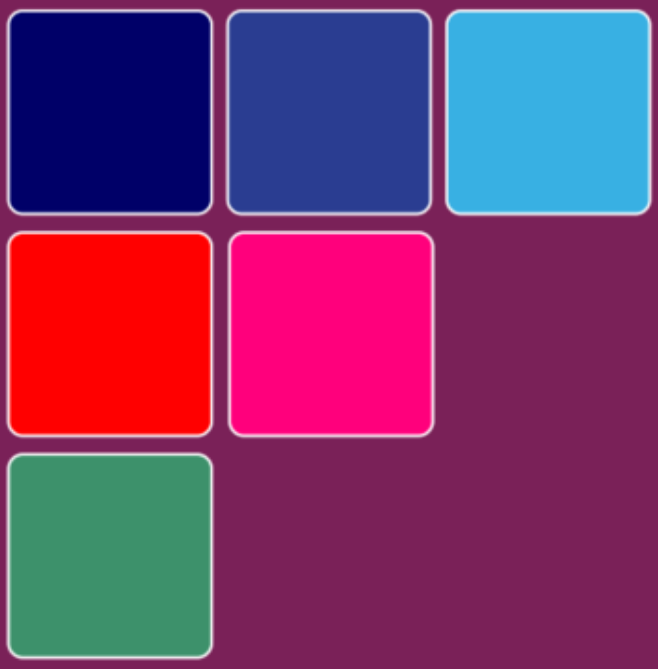
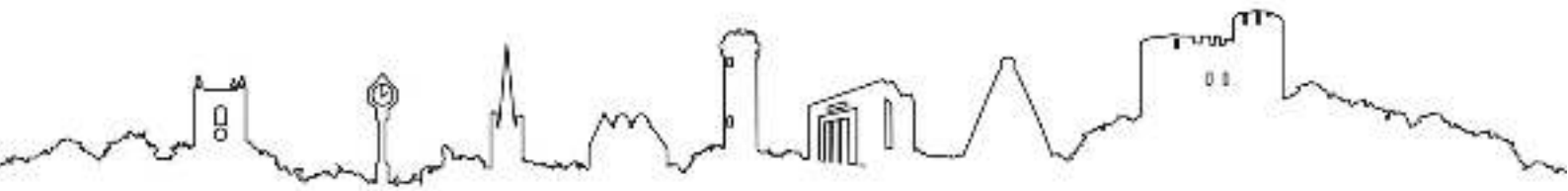
Team Manager





Dudley

Working as One Council in
the historic capital of the Black Country

DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.
Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



...we will be one council, building an effective and dynamic organisation

Job Description

Job Title: Team Manager

Grade/Salary: Grade 13

Reports to: Service Manager

Post Number: CHILD038A

Role Purpose:

- Responsible for the leadership and management of a social work team, ensuring that vulnerable children and their families receive responsive services that safeguard and promote their welfare.
- To provide operational leadership, vision and direction by delivering service improvement within children's social work.
- Actively promote and contribute to the strategic developments for children and their families in Dudley.
- Responsible over: Advanced Social Workers, Social Workers, ASYE's, Trainee Social Workers and Personal Advisors

Specific Responsibilities:

MANAGING ACTIVITIES

- To have full responsibility for the delivery of services to children, young people, their families and carers, in line with legislation, guidance and local policy and procedures.
- To make highly complex decisions relating to social service provision for children, young people and their families within Dudley.
- To manage allocation of work in accordance with priorities, ensuring that assessments, care plans and reviews are implemented where required and ensure that all statutory timescales are met.
- To work collaboratively with partner agencies, within the children's division and in the voluntary sector to ensure multi-agency assessment, planning, intervention and review.
- To negotiate the provision of services with voluntary and external agencies that supports the delivery of services to children, young people, their families and carers.
- To contribute to the management of services as a member of the Children's Services Management Team.
- To promote effective internal and external communication.
- To chair and participate in working groups, task groups, and to be fully involved in Service planning, Child Protection Conferences and associated review processes.
- To ensure the requirements of appropriate child care legislation and guidance are understood by all members of staff. This should be disseminated during team meetings and within supervision.
- To monitor and review effective workload management and to ensure performance management / quality of case work is being maintained.
- To contribute to the development of the Service Plan.

MANAGING RESOURCES

- To ensure that thresholds for service intervention have been met
- To effectively manage delegated budgets allocated to children's Services and to ensure value for 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 and other regulations.
- Make arrangements for the payment of grants to children, young people, their families and carers

MANAGING PEOPLE

- To work with colleagues to recruit and select staff in the Children's Services division in accordance 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's policies in respect of health and safety, anti-discriminatory practice and Dudley Council's
- Strategic Plans
- To monitor the performance of staff through regular supervision, observations of practice and appraisal in conjunction with the Assistant Team Manager.
- 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 identified and met through the use of the Performance Review and Development process. Training plans should be reviewed regularly within Supervision.
- Promote and enforce the Council's Health and Safety Policy and maintain safe working practices for self and others.
- To be responsible for the professional supervision, guidance, reflective practice and support to social work staff involved in assessment work and any other relevant activities within the team.
- To be available to provide case work management and individual support to other staff across the Service when other managers are not available.
- To regularly review the work of the team and service delivery, initiate new developments and any other changes as appropriate in consultation with the Head of Social Care.
- To be accountable for own progression in career development by learning through training opportunities and both personal and professional development opportunities.

MANAGING QUALITY

- To contribute to planning processes for Children's Services, and including those that contribute to the meeting of Improved Outcomes for Children, Quality Assessment Framework, and Best Value performance targets.
- To use management information systems effectively to drive up the performance and quality of the service.
- To ensure that all statutory requirements are met and that staff are fully updated when changes are made in respect of current developments, new guidance, research and legislation.
- To undertake regular case audits and ensure that statutory obligations and performance management targets are being met.
- To ensure service users are aware and have access to the Complaints Process and ensure that Children'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 of services and review processes, including actively seeking their views and their participation.
- To promote and enforce the Council's Equal Opportunities Policy, and ensure services take account of the cultural, religious and linguistic background of users and meet the relevant Equality Standard.
- Ensure all team members operate ICT systems effectively and in accordance with the Directorate's procedures.
- To operate at all times within the professional ethics and disciplines of social work as described in the BASW codes of ethics and HCPC codes of practice.

MANAGING INFORMATION

- Prepare reports and maintain all necessary records including computerised records for administrative and statistical purposes in Children's Services.
- Contribute to the development and review of management information systems in planning and monitoring Service activity.
- To arrange with Information Services and Quality and Performance Management for the collection of information required to monitor the achievement of Government and internal indicators and targets.

Key Responsibilities:

- To be accountable for and promote equality, diversity and community cohesion to meet Group, Department and Function objectives. All employees have a responsibility not only for their own behaviour, 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 of training 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 their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Group.

- To represent the Council and Group in a professional manner meeting the Corporate and Group aims. To comply with Group and Corporate policies.

- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Group aims and management style.

- To comply with the council's financial regulation and standing orders

- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, 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 with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.

- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions:

This post is subject to the DBS checking process *(delete if not applicable)*

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) *(delete if not applicable)*

The post holder is required to work onsite 3 days per week

Prepared by:	Associate Director – Children's Social Care
Date:	February 2016

Person Specification

Essential criteria:

Qualifications and Experience		Application form	Technical assessment	Interview
1.	Experience of managing social care services for children and families			
2.	Experience of providing supervision, and consultation			
3.	Significant experience in providing social care services for children and families			
4.	Experience of being involved in cultural and organisational change in complex organisations			
5.	Experience of being involved in developing and monitoring services			
6.	Experience of being involved in partnerships/inter-agency working			
7.	Registered, or eligible for registration, on the HCPC Register for qualified Social Workers			
8.	Evidence of management/supervisory training and/or willingness to undertake such training			
9.	Evidence of continuous professional/management development			
10.	Ability to lead within your service area function. Including the ability to articulate with coherence and clarity, the vision for the service;			
11.	Ability to gain ownership of Directorate goals and objectives and to motivate staff;			
12.	Ability to engage and involve service users and carers in planning and delivering services			
13.	Ability to deliver, by planning work and setting targets for the achievement of objectives			
14.	Able to demonstrate competence in financial management, including the analysis of financial and service activity data and prioritisation of finite resources			

15.	Ability to communicate effectively in all formats, verbally and in writing			
16.	Able to use interpersonal skills to build and maintain relationships with other staff at all levels and with external partners			
17.	Demonstrate commitment to anti -oppressive and anti-discriminatory social care practice and management			
18.	Ability to make clear assessments and make appropriate decisions after assimilating a wide range of views			
19.	Currently or prepared to become IT literate in line with the requirements of the job.			
20.	Where required, to be involved in the Major Emergency Plan (MEP)			
Skills and abilities				
21.	Proven commitment to public service and the ability to champion equality, diversity and inclusion and embedding these as core values			
22.	Committed to our values and behaviours framework			
23.	Works flexibly with local and wider team and in partnership with other professional agencies to achieve overall team goals			
24.	Logically interprets and draws meaning from information that leads to a clear analysis of required intervention			
25.	Anticipates and reviews situations in depth to identify critical issues and act upon them			
26.	The post holder must be able to drive, hold a valid full driving licence and have the use of a vehicle.			