

## MEDWAY COUNCIL - JOB PROFILE

<b>JOB TITLE</b>	Team Manager
<b>DIRECTORATE</b>	Children and Adults
<b>SERVICE</b>	Children's Services
<b>RESPONSIBLE TO</b>	Group Manager
<b>GRADE</b>	SW4

### MAIN PURPOSE OF JOB

To lead, manage and coach a team of social workers responsible for delivering high quality assessments of connected (kinship) carers to ensure that vulnerable children and young people are placed within their families whenever it is safe to do so.

To lead the team to provide comprehensive Special Guardianship Support Services to ensure those families are supported to provide good and effective care to those children throughout their childhood.

To improve outcomes for children and young people by developing effective partnership working with other Council services and partner agencies to ensure efficient delivery of the service.

To have oversight of the Family Time (Contact) Service to ensure that this commissioned service continues to deliver a high quality service for children and their families

To contribute towards delivering the council's vision for Children's Social Care in order to ensure the objectives and priorities are realised.

To be competent in all areas of the PCF at Advanced Social Worker level and The Knowledge and Skills Statement (KSS) for practice supervisors.

### ACCOUNTABILITIES

Lead, manage and motivate a staff team ensuring high quality supervision is completed regularly, which includes case management oversight, timely decision making, the effective supervision of and support to connected carers to ensure the highest standards of care to children, and provides the opportunity to reflect and recognise areas of practice which are good or requires improvement, and supports the ongoing learning and development of workers.

Allocate cases within the statutory timescale ensuring assessments, statutory visits and planned reviews have clear objectives and outcomes in order to ensure that all carers provide the highest quality of care so vulnerable children receive a service

that reflects the Council's commitment to safeguarding and putting the needs of individual children first.

Complete and review performance development plans for the team which enhance individuals personal and professional development needs and contributes towards staff retention.

Effectively use available team performance data to monitor standards and performance and ensure compliance with practice standards and procedures.

Supervise students on placement and Newly Qualified Social Workers in their Assessed and Supported Year in Employment, where appropriate.

Contribute to the management of the staffing budget for the team by approving and committing expenditure within your delegated authority, and monitoring and reporting commitments in order to ensure budget is not exceeded.

Support the safer recruitment and selection of new staff, both within the team and across Children's Social Care in order to ensure staffing levels are maintained.

Chair strategy, review, planning, professional and network meetings as appropriate.

Keep up to date with the Council's organisational policies, government guidance, legislation, research and national trends in order to maintain the highest professional standards.

Deputise and support the Group Manager where necessary on all aspects relating to the development of the service, and cover for other Team Managers where appropriate.

### **KEY CORPORATE ACCOUNTABILITIES**

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

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At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

## ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

## PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
Qualified Social Worker	Application
Management qualification i.e. leadership training for first line managers, or proven experience at a similar managerial level.	Application
Practice Educator (Stage 1 and 2)	Application
Registration with Social Work England	Application
EXPERIENCE	
Substantial post qualifying experience (minimum 5 years) including statutory work with children and their families.	Application / Interview

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Proven experience of working with a high level of social complexity and risk of harm	Application
Proven experience of managing and delivering professional supervision to social workers and other staff including in statutory work with children and their families.	Application / Interview
Proven experience in the application of 'Signs of Safety' or a willingness to be trained	Application
Substantial experience in relationship and strengths based practice, working collaboratively with children, young people and their families	Application / Interview
Substantial experience in child protection and court work.	Application / Interview
Experience of fostering work, including regulations and national minimum standards, particularly related to connected carers	Application / Interview
Proven experience in providing support and effective supervision to staff in delivering outcome focused assessments and care plans in statutory work with children and their families.	Interview
Proven experience in effectively managing team and individual performance	Application / Interview
Experience of contributing towards budget management	Application / Interview
Demonstrable experience in supporting student placements and/or NQSWs	Application
<b>KNOWLEDGE</b>	
Ability to use advanced theoretical/practical/procedural/organisational /policy knowledge across a specialist area	Application
An in-depth knowledge of working with vulnerable children and their families in a statutory setting.	Interview
Knowledge and experience in the application of relevant legislation, statutory guidance, standards and local policies and procedures.	Interview
Knowledge and experience of fostering regulations and national minimum standards as applied to connected carers	Interview
Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research	Interview

findings	
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information	Application
<b>SKILLS</b>	<b>Assessment Method</b>
Demonstrable ability to build sound, productive working relationships with colleagues, partners and other staff.	Interview
Ability to write high quality written reports which are suitable for a variety of professional settings.	Interview
Ability to analyse and interpret varied and highly complex information, developing strategies and solutions for long term plans	Interview
Ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders.	Interview
Competent in the use of Microsoft Office packages as well as an electronic integrated children's system (eg: MOSAIC or similar)	Application
Ability to practice effectively and competently with an increasing level of autonomy and independence	Interview
Ability to make good quality judgements and sound decisions in situations of increasing complexity, risk, uncertainty and challenge, and be able to effectively explain and justify decisions.	Interview
Ability to determine which interventions, knowledge and skills to deploy to effectively respond to different issues.	Interview
Ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.	Interview
Ability to work under pressure and manage time and workload effectively.	Interview
Ability to work within a court setting and other professional settings.	Interview

Ability to work effectively as part of a team to achieve team and service plan objectives and targets.	Interview
Ability to maintain confidentiality at all times	Interview
Understands and is committed to equality and diversity and treats everyone fairly and with respect	Interview
<b>OTHER REQUIREMENTS</b>	
Car driver and daily use of a car for business purposes	Application
Commitment to continuous professional development	Interview
Ability to demonstrate a commitment to individual and reflective supervision	Interview
An understanding of Social Work England's professional standards and a commitment to upholding them in your practice.	Application
Enhanced DBS check	

## ORGANISATION

### (i) ORGANISATION CHART

### (ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be line managed by the Group Manager

### (iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

Ability to work independently within clear guidelines and regularly uses initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

### (iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will be responsible for the line management of a team, providing direction, monitoring progress and empowering them to achieve objectives.



(v) **JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will be required to liaise with all stakeholders both internal and external to the organisation, including working with children and families to ensure they are appropriately involved in decisions.

**FINANCIAL ACCOUNTABILITIES**

The post holder will have delegated budget management responsibilities and contribute towards the management of the staffing team budget including setting, monitoring and ensuring effective spend of budget.

**WORKING ENVIRONMENT**

The post holder will be based in one of Medway Council's establishments.

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## ORGANISATION

### (i) ORGANISATION CHART

See below.

### (ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post will be managed by the Team's Team Manager in the first instance and the Group Manager in the second. Their work within the ASYE will be managed by their Team Manager and overseen by the ASYE Co-Ordinator.

### (iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will be supported in their first year to work within defined procedures. The post holder will be able to work independently, using initiative to deal with straightforward situations.

### (iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

### (v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will establish formal and informal links with partner agencies and colleagues within the council.

## FINANCIAL ACCOUNTABILITIES

None; however must have the ability to make recommendations to managers about case issues with financial implications.

## WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments. They will be part of a Team comprising six social workers and their manager. They will have a designated seating area, however with 'hotdesking'. They will have opportunities to work away from the office both through having access to "working from home" and mobile working resources. They will spend a considerable part of their role in the community, including in the homes of Service Users – as this is not within the control of the council they will need to ensure they inform their line manager if they hold concerns about their working environment in the community. They will need access to a car which is suitably insured.