

## **MEDWAY COUNCIL - JOB PROFILE**

<b>JOB TITLE</b>	Assistant Team Manager
<b>DIRECTORATE</b>	Children and Adults
<b>SERVICE</b>	Children's Services
<b>RESPONSIBLE TO</b>	Team Manager
<b>GRADE</b>	SW3
<b>JOB FAMILY</b>	PSW0251

### **MAIN PURPOSE OF JOB**

To assist and support the Team Manager in leading, managing and coaching a team and in supporting the team in safeguarding and promoting the wellbeing of vulnerable children and young people through the provision of high quality social work practice, supporting them to achieve their full potential, and living within their family if it is safe to do so. This post is non case holding.

To improve outcomes for children by participating in effective partnership working and engagement and work collaboratively with a range of organisations, statutory and voluntary in delivering services to children and young people.

Deputise for the Team Manager, supervise staff, and support the team practically and emotionally with oversight and support from the Team Manager.

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

### **ACCOUNTABILITIES**

Line management responsibility for 3 – 4 social workers and to deliver high quality supervision regularly to review case work and critically reflect on the work being undertaken. This includes case management oversight, and timely decision making, the effective implementation and review of children's plans 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. The Team Manager will retain overall responsibility for the team.

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

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

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Maintain accurate and up to date records in line with Data Protection legislation (GDPR) and use Medway Council specific recording systems to promote effective case management.

Assist the Team Manager in –

- the quality assurance of your team's work and case allocation.
- completing joint visits and/or attending court with members of your team
- contributing to the induction of new starters.
- contributing to effective communication and occasionally leading on team meetings.

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.

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 for the Team Manager where necessary and as appropriate. You will be the first point of contact for support and advice for your supervisees and will be required to attend meetings on your managers behalf, for example performance clinic, when they are on leave.

**This job description applies to all Assistant Team Manager posts within Children's Services. The specific targets, tasks and priorities can be expected to vary between individual teams / services.**

### **KEY CORPORATE ACCOUNTABILITIES**

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

To work with colleagues, Team Managers, Service Managers, and the Head of Service to achieve service plan objectives/targets.

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 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 the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

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

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## **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**

<b>QUALIFICATIONS</b>	<b>Assessment Method</b>
Qualified Social Worker	Application
Practice Educator Professional Standards (Stage 1 and 2) and/or Leadership Training for first line managers and/or postgraduate study.	Application
<b>EXPERIENCE</b>	
Substantial post qualifying experience (minimum 3 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 staff including in statutory work with children and their families ( <i>Desirable</i> )	Application/ Interview
Proven experience in the application of 'Signs of Safety' or a willingness to be trained ( <i>Desirable</i> )	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
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 ( <i>Desirable</i> )	Application/ Interview
Demonstrable experience in supporting student placements and/or NQSWs ( <i>Desirable</i> )	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
Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research findings	Interview
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information	Application

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SKILLS	Assessment Method
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
(Desirable) 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

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<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	

## **ORGANISATION**

### **I. ORGANISATION CHART**

### **II. DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post holder will be line managed by the Team 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.

### **(iii) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

The post holder will be responsible for line management of 3-4 Social Workers providing direction, monitoring progress and empowering them to achieve objectives.

### **(iv) 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**

None; however, the post holder must have the ability to understand cost implications of resource allocation, financial packages and make recommendations to managers about efficient and cost-effective use of resources.

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## **WORKING ENVIRONMENT**

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

## **WORKING STYLE**

The workstyle for this role has been assessed as 'Hybrid'. This means the post holder will have a flexible workstyle and be able to work from a variety of locations. There is an expectation that the post holder will be office based for a minimum of 2 days each week.

This post is exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be subject to an Enhanced Disclosure application to the Disclosure and Barring service (DBS)

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