

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Service Manager – Assessment Team
DIRECTORATE	Children & Adults
SERVICE AREA	First Response
RESPONSIBLE TO	Service Manager
GRADE	SW5
JOB FAMILY/LEVEL	PSW0387

MAIN PURPOSE OF JOB

To have overall operational manager responsibility for the Assessment team. You will work alongside early help and social work colleagues and partners to develop and continuously improve the delivery of a high quality effective social work service to children, young people and their families to ensure purposeful intervention.

The assessment team undertakes Children and family assessments, which may lead to a Child in Need plan, a 'step down' to early help services or no further action, and section 47 assessments that may lead to initial Child Protection Conferences. The assessment service also initiates care proceedings where necessary.

ACCOUNTABILITIES

Lead, manage and motivate staff, ensuring high quality professional supervision and performance development plans are completed which enhance individuals personal and professional development needs and contribute towards staff retention.

Manage and oversee the performance of the team effectively using available performance data to ensure compliance with practice standards and procedures. This will include contributing to management meetings on performance.

Manage team budgets efficiently and effectively in order to ensure expenditure does not exceed the agreed budget limits.

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.

Incorporate the directorate policies relating to equal opportunities and anti-discriminatory practice into everyday working practice and to challenge discrimination and prejudice wherever this occurs.

Complete audits (and quality assurance against the performance indicators) to ensure Medway is a learning organisation that continues to deliver evidence-based practice delivering the right support, to the right family at the right time ensuring the service is good to outstanding in their practice.

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.

Chair meetings, lead working parties, take responsibility for key areas of service development, and represent the service as required.

Deputise and support the Head of Service and cover for other Service Managers as and when required.

KEY CORPORATE ACCOUNTABILITIES

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.

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

#Make it Medway

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

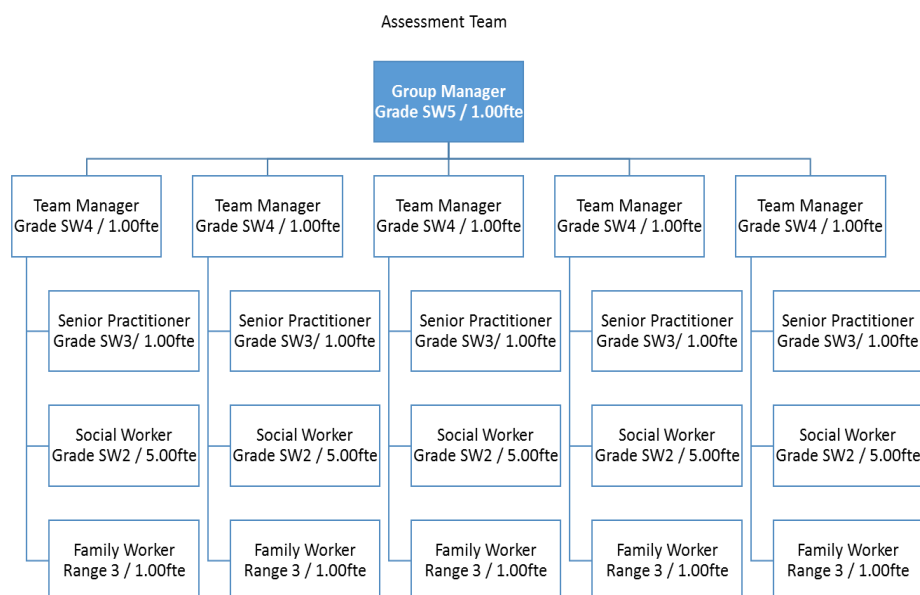
QUALIFICATIONS	Assessment Method
Qualified Social Worker with post qualifying training.	Application
Registration with Social Work England	Application
Management qualification or evidence of appropriate experience and willingness to undergo training.	Application
EXPERIENCE	
Demonstrable post qualification experience of working with children and families	Application
Proven track record in strategic planning and leadership	Interview
Substantial post qualifying experience of managing social workers.	Application
Proven experience in the application of 'Signs of Safety' or a willingness to be trained	Application
Demonstrable experience in child protection and court work.	Application / Interview
Proven experience in delivering professional supervision to social work practitioners	Application / Interview
Proven experience of performance management.	Interview
KNOWLEDGE	
Knowledge and experience of working with vulnerable children 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
SKILLS	
Demonstrable ability to build sound, productive working relationships with colleagues, partners and employees.	Interview
Ability to write high quality written reports which are suitable for a variety of professional settings.	Interview
Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.	Interview
Proven experience of successful budget management	Interview
OTHER REQUIREMENTS	Assessment Method
Car driver and daily use of a car for business purposes	Application
Enhanced DBS check	

ORGANISATION

(i) ORGANISATION CHART

See Below:



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

The post holder will be line managed by the Head of Service, First Response and Early Help

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

The post holder will manage his/her own time effectively working directly with a broad range of partner agencies and other departments in Children's Services using his/her own initiative to ensure procedures are followed and targets are met.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will have direct line management responsibility for 5 x Team Managers

(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 Police, YOT, Youth Service, Education services, Health, Schools and other professionals both within and outside of the team, young people and their families.

FINANCIAL ACCOUNTABILITIES

The post holder will be responsible for the successful management of a delegated budget and delivering services in line with the agreed budget.

WORKING ENVIRONMENT

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