

**Job Description**

**Job Title:** Team Manager: Assessment

**Salary Grade:** Grade 10

**SCP:** 48 - 52

**Job Family:** People Care

**Job Profile:** PC 6 plus WC conditions factors

**Directorate:** Children’s Services

**Job Ref No:**

**Work Environment:** Office

**Reports to:** Service Manager

**Number of Reports:** Advanced Practitioners, Social Workers AYSE Social workers and Social Work Assistants

**Purpose:**

To represent, organise and control within the assessment service area to deliver services efficiently, to standard and within budget.

**Key Responsibilities:**

To manage a team within the assessment service area

To ensure the effective delivery and monitoring of quality assurance and performance across the team

To ensure compliance with national minimum standards and the achievement of national and local performance indicators

To contribute to the delivery of strategy and planning across the assessment service

To plan and control delegated budget for the specific assessment service area

To manager and authorise deployment of employees within the assessment service area

To manage the training and development requirements of staff within the assessment service area

To determine how to manage complex cases, assign to team staff and monitor the case progress

To conduct, monitor and support investigations in especially complex or high risk cases

To contribute towards the development of service planning

To monitor and review third party services received against that stated within service level agreements

To liaise with external agencies/bodies in relation to the service delivery within the child protection service area and to share information

Where appropriate assess and escalate requirements for premises alterations and maintenance

To raise and address (where appropriate) issues of poor practice and performance, internally the organisation, and then independently if required

To work within the Council’s professional policy and procedures and code of conduct

**Statutory Requirements**

To comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

To comply with the principles and requirements of the Freedom of Information Act 2000

To Comply with the Council’s information security standards, and requirements for the management and handling of information

To use the Council’s information only for authorised purposes

**Communication Requirements**

To ensure effective and timely communication within and across the looked after children area so that key messages are conveyed to employees, partners, suppliers and other stakeholders in a consistent way

To promote mechanisms to seek out, listen to and respond to the views and ideas of managers, employees, partners and other stakeholders (particularly children and young people and their families) in order to ensure services are relevant, responsive and focused on meeting identified needs

To engage in and promote effective networking at local, regional and national levels to ensure that services are responsive to national developments and leading practice

**General Requirements**

To keep abreast of changing contexts at local and national level, and take account of these in social work practice

To take an active role in inter-professional and inter-agency working building own professional network and collaborative working across other organisations

To champion diversity and equality in all aspects of service delivery, demonstrate confident application of ethical reasoning to professional practices

**Person Specification**

**Job Title: Team Manager: Assessment**

**Service: Assessent**

**Role Profile reference: PC7**

**Strengths for Matching (IJM Assessment)**

(Core strengths for this particular profile have been marked on the sheet. Please select 3-4 extra strengths that are specific to the role).

**Please note:** You do not need to write anything on your application form about how you meet these strengths. By completing the online assessment your individual strengths have already been matched against them. You only need to write about the ‘essential requirements’.

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| **Strength** | **In this role it is important that an employee** | **Core****Strength** |
| **Verbal Reasoning** (Ability) |  | As competent as most people at using and understanding written informationX | Highly competent in understanding and using written information[ ]  | X |
| **Persuasive** (Relationships with people) | Dislikes consciously attempting to influence others[ ]  | As happy as most people to persuade / influence others[x]  | Likes to get people to do things by presenting a convincing case[ ]  | [x]  |
| **Controlling** (Relationships with people) | Lets others take the leadership role and give instructions[ ]  | As comfortable as most when leading on activities[x]  | Likes to take a leadership role and manage and direct the work of others[ ]  | [x]  |
| **Evaluative**(Thinking style) | Dislikes critically evaluating, doesn’t focus on potential limitations of work[ ]  | Will critically evaluate information when necessary to the task in hand[x]  | Critically evaluates information looking for flaws and limitations[ ]  | [x]  |
| **Behavioural**(Thinking style) | Takes little interest in why people behave as they do[ ]  | Likely to be interested in human behaviour and motivation when critical to the roleX | Interested in human behaviour psychology and theories of motivation[ ]  | X |
| **Adaptable**(Thinking style)  | Behaves the same way with everybody[ ]  | Is as likely as most to adapt their behaviour to suit the situationX | Changes their behaviour to fit the situation or behaves differently depending on who they are with[ ]  | X |
| **Forward thinking** (Thinking style) | Focuses on the here and now[ ]  | Can consider both short term and long term needs when necessary[x]  | Sets long term goals and takes a strategic perspective[ ]  | [x]  |
| **Achieving** (Dynamism/Energies) | Is motivated by achievable targets[ ]  | Prefers to balance demanding and achievable targets. [ ]  | Likes to work to demanding goals and targets[ ]  | [ ]  |

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| **Essential Requirements**  |
| **Communicating (verbal)** - Able to share information, obtain information and have dialogue with others either in person or over the telephone. | Interview |
| **Communicating (written)** - Able to share information and obtain information from others through written communication. | Application form |
| **Qualifications** Educated to degree level with appropriate professional qualification:Social Work (CSS/CQSW or DipSw, MA SW, BA Hons SW) | Application form Interview |
| Current HCPC Registration | Application form Interview |
| **Experience and Knowledge*** Experienced of applying in practice the principles of child care legislation relating to child protection and the provision of services to children in need
* Strong analytical and planning skills for assessing, and reviewing children and young people’s needs and planning packages of social are across a range of cases; able to explain professional reasoning judgements, and decision making
* Experience of applying critical reflection and analysis to increasingly complex cases
* Demonstrate knowledge and application of a range of interventions with children, young people and their families
* Experienced in undertaking child protection investigations and assessments of the needs; assessment and appropriate management of risk: ensuring the delivery of agreed programme
* Experienced in managing an allocated caseload; planning and organising workload to meet statutory timescales and local policy, respond appropriately and independently (as appropriate) to unanticipated problems
* Experienced in direct professional social work to child and their families
* Experienced in exposure to disagreeable, unpleasant environmental and people related conditions
* Demonstrate knowledge and understanding of Children Act 1989 and 2004; including awareness of current national policy drivers effecting children’s social care, and new evidence based research
* Knowledge of theory and practice of care assessment, planning, relevant legislation and its application
* Commitment to the protection and safeguarding of children and young people at risk of abuse
* Provide professional social work support develop effective relationships and manage conflict
* Influence develop and change the motivation and behaviour of people to achieve objectives
 | Application form Interview |
| **Experience of assessment and care planning work including:*** Initial and core assessments
* Strategy discussion and section 47 investigations
* Initial child protection conference
* Initial care proceedings
* Initial statutory review
* Initial accommodation to local authority care
 | Application form Interview |
| Ability to meet the travel requirements of the post | Interview |
| The ability to work outside of normal working hours to meet the needs of the service. | Application form/Interview  |
| Strategic Perspective – Takes a long-term view, sets goals, and evaluates the impact of ideas and policy decisions; including creative thinking skills with the ability to improve services develop new ways of working, and find appropriate solutions to complex issues | Application form Interview |
| Management – Establish direction, influence others towards shared goals and empower, inspire and motivate individuals;  | Application Form Interview |
| Flexibility – an ability to work effectively despite changes in colleagues, settings and environment as well as changing working hours and working weekends | Application form Interview |
| Commitment to Equal opportunities  | Interview |

 **Extra essential requirements – Please add or delete as appropriate to the job role.**

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| **PC Skills -** Able to effectively use a PC to prepare documents, record information or input data; case recod management systems | Application form Interview |
| **Decision making –** A willingness to take action and to make decisions in line with support plans, policies and procedures, being resourceful in the face of challenges | Application form Interview |
| **Democratic –** Seeks and considers the views of others in setting and deciding plans, activities and progress. | Application form Interview |
| **Team working** – be able to work effectively within a busy team environment, be helpful and co-operative with others | Application form Interview |
| **Customer Service Excellence –** Able to delight customers, deliver high quality tailored services to meet needs and exceedexpectations | Application form Interview |
| **Vigour** – Works at a fast pace, copes well with higherlevels of workload. | Application form Interview |
| **Listening** - Listens to others to assess requirements in order to respond appropriately and efficiently. | Application form Interview |
| **Innovation -** theability to be creative in working through problems and making decisions. | Application form Interview |
| An ability to manage budgets | Application form Interview |