



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Team Manager**

**Reference: 006990**

Salary: £36,019 - £39,660 Annually

Closing Date: 11/12/2016

## **Benefits & Grade**

Grade Q

## **Contract Details**

Permanent

## **Contract Hours**

37 hours per week

## **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

## **Interview Date**

12-01-2017

## **Job Description**

We are looking for an experienced and dynamic Team Manager to support the Adult Function within Services for People. We want to recruit an individual committed to "Making Safeguarding Personal" and promoting high quality social care practice to ensure positive outcomes for adults at risk of abuse.

The main focus of the role will be act as a technical authority in social care practice (in relation to Safeguarding Adults, Mental Capacity, Deprivation of Liberty, Best Interests Assessments ) in the local authority with an acknowledged depth of expertise, including assessment and appropriate management of risk.

As part of the role you will be expected to promote effective practice through direct mentoring of others and driving practice improvement across the service by actively participating in process/procedure and policy/strategy development. In addition to this the role will require work that supports the ongoing development and change within Adult Social Care particularly in relation to integration and effective partnership working.

You must have a relevant social work qualification and have completed the post qualifying award in Social Work. In addition to this you must have a minimum of 3 years post qualifying experience in a social care setting. You will have experience of providing support and guidance to staff as well as extensive experience of adult safeguarding. You will have expertise in the application of the Mental Capacity Act 2005 and have had BIA training.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Kevin Kelly, Head of Service, Adult Social Care for an informal discussion on 01325 406126.

An online application form and further information are available from [www.darlington.gov.uk/jobs](http://www.darlington.gov.uk/jobs). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

# **DARLINGTON BOROUGH COUNCIL**

## **COMMISSIONING & ADULT SERVICE**

### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Team Manager (Adult Services)</b>
<b><u>GRADE :</u></b>	Q
<b><u>JOB EVALUATION NO.</u></b>	
<b><u>REPORTING RELATIONSHIP</u></b>	Operational Manager (Mental Health & Safeguarding Adults)
<b><u>JOB PURPOSE :</u></b>	The main focus of the role will be act as a technical authority in social care practice (in relation to Safeguarding Adults, Mental Capacity, Deprivation of Liberty, Best Interests Assessments ) in the local authority with an acknowledged depth of expertise, including assessment and appropriate management of risk.
<b><u>POST NO.</u></b>	D13237
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 2, Core Management Competencies for all managers

### **MAIN DUTIES/RESPONSIBILITIES**

1. To act as a recognised expert within the specialist field.
2. To mentor, provide advice and support, and as appropriate co-work with, other social workers or multi-disciplinary team members in relation to complex cases.
3. Responsible for development and implementation of innovative ways of working, taking into account research and experience from own and other services.
4. Participate in development of strategy/services/policies for specialised field: initiate and undertake research in own field:
5. Undertake or contribute to professional casework supervision of other social workers.
6. Provide supervision for SWs, students and trainees, as requested:
7. Supervise and manage a social work team and support staff.
8. Practice teacher for students and/or lead staff development activities.
9. Take the lead in initiating, developing and sustaining internal and external working relationships with other professionals, partner organisations and external agencies promoting effective integrated working.
10. Chair reviews/ planning meetings/ case conferences/ strategy meetings as appropriate to specialised field/ local structures.

11. Act as a representative for the local authority in court proceedings, statutory panels and with other agencies.
12. Ensure the coordination and completion of assessments of needs, risks and options for adults with the most complex/high risk care needs and/or circumstances, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
13. Intervene in emergency situations to protect vulnerable adults and initiate the appropriate statutory or other actions required: undertake adult protection investigations, as requested.
14. Ensure effective case management responsibility is in place for a caseload of complex cases, including development of appropriate packages or programmes of care, working in partnership with individuals, their families, carers, and with other agencies; undertake ongoing and urgent case reviews, as necessary.
15. Maintain and update records in accordance with departmental policies; write reports, as required, including reports for courts and tribunals.
16. Exercise budgetary responsibilities as delegated by the Head of Service, including assessing care packages from a financial perspective.
17. Support the Operations Manager in service planning activities, reviewing the service to ensure value for public money and potential efficiencies maximised.
18. Deputise for the Operations Manager as required.
19. To safeguard and promote the welfare of adults for whom you have responsibility, or with whom you come into contact, to include adhering to all specified Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
20. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
21. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
22. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
23. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
24. Any other duties of a similar nature related to this post that may be required from time-to-time.

**IF THE POST IS SUBJECT TO STANDARD OR ENHANCED DISCLOSURE IT MUST BE MENTIONED IN THE JOB DESCRIPTION THAT THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE - ALSO PLS MENTION THAT WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date : November 2016

**DARLINGTON BOROUGH COUNCIL****COMMISSIONING & ADULTS****PERSON SPECIFICATION****TEAM MANAGER****POST NO. D13237**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	A relevant professional Social Work qualification, i.e. CQSW, DipSW, CSS or equivalent	<b>E</b>	
<b>2</b>	PQ1 – Post Qualifying Award	<b>E</b>	
<b>3</b>	Post-qualification training relevant to particular specialism.	<b>E</b>	
<b>4</b>	Management Qualification		<b>D</b>
<b>5</b>	Leadership Skills		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>6</b>	Approx. four years Post qualifying experience at senior practitioner level in a similar role.	<b>E</b>	
<b>7</b>	Approx. one years' experience of working at a senior level	<b>E</b>	
<b>8</b>	Approx. one year's experience of working with Safeguarding Adults and Domestic Abuse issues	<b>E</b>	
<b>9</b>	Approx. two years experience of managing a team including performance development	<b>E</b>	
<b>10</b>	An up to date detailed working knowledge of relevant legislation, policies and principles e.g. <ul style="list-style-type: none"><li>• Mental Capacity Act &amp; Mental Health Act and the Deprivation of Liberty Safeguards</li><li>• Community Care Act</li><li>• Person Centred Approaches.</li><li>•</li></ul>	<b>E</b>	
<b>11</b>	Experience in the development and implementation of systems, strategies, policies and procedures	<b>E</b>	
<b>12</b>	Experience of effective budget management	<b>E</b>	
<b>13</b>	Knowledge of relevant reports of enquiries	<b>E</b>	
<b>14</b>	Experience of managing performance within the required frameworks	<b>E</b>	
<b>15</b>	Experience and knowledge related to specific service user group and their requirements	<b>E</b>	
<b>16</b>	Variety of experience across social work settings		<b>D</b>
<b>17</b>	Working knowledge of Departmental and Local Authority procedures and regulations, e.g. Recruitment and Selection, Disciplinary Procedures and Financial Regulations, Best Value		<b>D</b>
	<b>Skills</b>		
<b>18</b>	Ability to relate to a wide range of people,	<b>E</b>	

	including service users, families/carers, colleagues and other agencies		
19	Ability to work positively with partners and colleagues to ensure the best outcomes for adults and their carers	E	
20	Proven management abilities	E	
21	Ability to plan, determine goals, establish and implement plans of action, communicate them effectively and delegate.	E	
22	Able to motivate, enable and organise self and others.	E	
23	Ability to communicate both verbally and in writing to a wide range of audiences. Including facilitation/completion of complex assessments and writing detailed reports with skill and understanding.	E	
24	Awareness of impact of decisions/actions on others.	E	
25	Ability to establish priorities and achieve deadlines	E	
26	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	E	
27	The ability to manage complex cases with knowledge skill and sensitivity	E	
28	The ability to highlight the need for immediate and future changes to improve practice wherever necessary	E	
29	IT Literate, capable of using electronic social care records and accessing other electronic recording systems (e.g. Carefirst)	E	
	<b>Personal Attributes</b>		
30	Ability to be able to identify and solve problems	E	
31	Flexible and responsive approach to a fast changing working environment	E	
	<b>Special Requirements</b>		
32	Ability to form and maintain appropriate relationships and personal boundaries as required by the role.	E	
33	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
34	Suitability to work with vulnerable adults.	E	
35	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
36	Capable of independent travel to carry out the requirements of the post	E	



## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.