

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 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.

Service Manager – Safeguarding Assessment and Looked After Children

Vacancy ID: 007332

Salary: £43,821 - £47,494 Annually

Closing Date: 26/03/2017

Benefits & Grade

Grade S. Relocation package available.

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Are you an innovative Social Work Manager who believes in delivering high quality services to children and their families across the spectrum from Safeguarding Assessment to Looked After Children?

Darlington Borough Council is looking to recruit an exceptional Service Manager to drive their ambitious plans to the next level. You will provide operational and strategic leadership for a range of services within the social work and early help arena.

You must be committed to improving the performance and quality of services whilst maintaining a focus on safeguarding children. You will need to be committed to a continuous service improvement model.

We are looking for a manager who can demonstrate creativity within a multi-agency environment and is committed to working as part of a dynamic management team.

About Us

We are passionate and relentless in our aspirations for children and young people, with the aim being for every child in the town to thrive, and this will be embedded in our new Children and Young People Plan.

Our improvement journey is fast-paced, ambitious and exciting, with our Ofsted monitoring visits endorsing:

- A senior leadership team that is highly visible
- Increased social work capacity, enabling sustainable reductions in caseloads
- Social Workers who feel well supported, with regular supervision and training

Achieving the best outcomes for children is at the core of our practice, with Social Workers who are creative and forward-thinking. Caseloads are manageable, due to increased investment in our social work capacity. This allows time for good reflective practice, enabling out staff to focus on achieving the best possible outcomes.

Our Children in Care Council are active and engaged; they play a key role in our corporate parenting work and feel that their voice is heard. Our looked after children say that they feel safe and supported.

As a result of ongoing staff engagement we have invested significantly in improving working conditions and continue to do so. We have brought our safeguarding social work teams together, enabling better support between them, and continue to build on the successful implementation of our new case management system.

What's in it for you?

We continue to invest in our ongoing training and development and have redesigned our induction and ongoing programme to achieve our ambitious plans. Through our improved progression model, staff are developed and have clear routes to go on to management opportunities.

We are progressive and forward thinking and it is an ideal time to join our dynamic services which support our children to thrive and be an integral part of our exciting journey!

Your reward for working at the Council goes beyond the salary you receive. Lots of the benefits are in our employment terms and conditions, such as 31 days annual leave, access to the Local Government Pension Scheme, fair pay and enhanced maternity, paternity and adoption leave payment, to name but a few.

In addition to these, we are committed to provide a wide range of other benefits, such as:

- Additional leave purchase scheme
- Flexi-time scheme
- Childcare vouchers
- Cycle to work scheme in partnership with Halfords
- Season ticket car parking permits or subsidised Town Centre permits subject to criteria
- Access to Occupational Health, physiotherapy and counselling services
- Reduced membership to the Dolphin Centre's Fit for Life Package

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

For a further informal discussion, please contact James Clarke, Interim Head of Assessment, Care Planning and Looked After, on 01325 405850.

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

DARLINGTON BOROUGH COUNCIL

CHILDREN'S SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Service Manager
<u>GRADE :</u>	S
<u>JOB EVALUATION NO.</u>	D3269
<u>REPORTING RELATIONSHIP</u>	Head of Service
<u>JOB PURPOSE :</u>	To provide operational leadership for a range of statutory social care services including early help. To ensure compliance with statutory responsibilities for children and be accountable for the performance and quality of the services within their remit. To maintain a focus on safeguarding children and the appropriate management of risk, across services. To manage a delegated budget.
<u>POST NO.</u>	D12237
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. Ensure delivery of the service(s) for which they are responsible in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets. To be responsible for the discharge of statutory functions within the area of responsibility.
2. Provide advice and support in relation to complex cases; respond to Stage 2 complaints from service users/relatives/carers, and undertake management investigations as required.
3. Develop team working across the services within remit to ensure good outcomes for service users.
4. Provide line management and leadership to a team of multi-disciplinary staff, including supervision, appraisal and performance management.
5. Develop processes which ensure safeguarding is paramount across the targeted and statutory services.
6. Monitor and evaluate practise ensuring quality provision and value for money in services delivered by team.
7. Chair performance clinics and work alongside management information colleagues to ensure accurate reporting of the service.
8. Be responsible for the budget relevant to their remit and ensure the finance is used most effectively in line with financial plan and strategic aims of the service

9. Liaise as appropriate with other sections of DBC regarding buildings management and related issues as relevant.
10. Develop and implement policies/procedures for team/area. Contribute to development of strategy/services/policies relating to the delivery of children's social care services including early help.
11. Lead and develop the involvement of children young people and their families in service improvement and the monitoring of service delivery. Ensure their full involvement within individual service planning.
12. Develop and maintain internal and external working relationships with partner organisations and external agencies. Promote collaborative and integrated working as a model of service delivery.
13. Chair multi agency meetings as required to achieve individual case and wider ranging improvements.
14. Maintain working knowledge of all legislation relating to children and young people and central government policy direction, and ensure the teams respond in a timely manner to any changes.
15. Ensure the teams are prepared for inspection and are able to respond appropriately when externally inspected.
16. Provide written reports to a high standard for a variety of audiences including elected members
17. Be an active member of the Children's Services management team working with colleagues to improve the whole service and development of innovative service models.
18. Deputise for Head of Service as required.
19. This post has a high level of contact with, and responsibility for, children.
20. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
21. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
22. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
23. 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.
24. 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.
25. 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.

26. Any other duties of a similar nature related to this post that may be required from time-to-time.

THIS POST IS SUBJECT AN ENHANCED CHILDRENS DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND WILL ALSO 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.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: February 2017

DARLINGTON BOROUGH COUNCIL**SERVICE MANAGER****CHILDREN'S SERVICES****PERSON SPECIFICATION****POST NO. D12237**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	A relevant professional Social Work qualification.	E	
2	PQ1 post qualifying award or equivalent	E	
3	Post-qualification training relevant to specialism	E	
	Experience & Knowledge		
4	Approx. five years post qualifying experience	E	
5	Approx. five years relevant experience in a manager role within social care, including managing teams and performance development	E	
6	Understanding and practical experience in the application of appropriate legislative frameworks, procedures and practices	E	
7	Approx. two years working with Safeguarding Children	E	
8	Approx. five years' experience of influencing, developing, implementing, monitoring and reviewing strategies, policies, services and procedures	E	
9	Experience of effective budget management	E	
10	Approx. five years' experience of partnership working with other agencies	E	
11	Experience and knowledge of the wider children's services i.e. early help services	E	
12	Knowledge of relevant reports of enquiries	E	
13	Variety of experience across children's services		D
	Skills		
14	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	E	
15	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	E	
16	Ability to summarise and interpret complex and conceptual matters to aid others' understanding and aimed at their needs	E	
17	Awareness of the impact of decisions / actions on others	E	
18	Ability to plan, determine goals, establish and implement action, communicate effectively and delegate	E	
19	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	E	

20	IT Literate, capable of using MS Word / Excel and office package, electronic social care records and accessing other electronic recording systems (e.g. EMS)	E	
21	Ability to drive improvements to practice across services	E	
22	Ability to challenge decisions and highlight the need for immediate and future changes to improve practice	E	
	Personal Attributes		
23	A pro-active approach to change, with an ability to think laterally to find solutions to difficult problems.	E	
24	Ability to access reliable transport to carry out the travel requirements of the post	E	
25	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	E	
	Special Requirements		
26	Interest in working with children to promote their development and educational needs.	E	
27	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
28	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
29	Suitability to work with children.	E	
30	Enhanced DBS disclosure including re-checking in line with the Council's policy	E	
31	Registered with the HCPC	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.