

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees 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.

Deputy Team Manager - Assessment

Vacancy ID: 007534

Salary: £37,306 - £40,057 Annually

Closing Date: 21/05/2017

Benefits & Grade

Grade N

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

We are seeking to recruit a highly motivated, social work qualified Deputy Team Manager for one of our Assessment Teams, who will be committed to providing good outcomes for children and young people.

Applicants must already have the skills and ability to lead a team of Social Workers and Family Workers and be confident in assessing and managing situations where there are child protection issues and high levels of need. Our latest Ofsted Inspection identified positive feedback regarding our commitment to children, young people and their families and acknowledged that staff working in our service feel valued and supported and wished to remain within our Children's Social Care Service.

We offer a package of support to help with the demands of the day to day job including IT access to allow staff to work from home.

We also offer a range of employee benefits including:

- Flexible working hours
- Free on-site office car parking at Stirling House where the successful applicant will be based.
- Additional annual leave purchase scheme
- Childcare voucher scheme to automatically save on tax and National Insurance
- Free Tees Active Leisure Card giving discounts on leisure activities
- Bus and train discounts
- Car lease scheme
- Cycle to work scheme

We also offer a supportive team environment, continuous professional development and regular supervision and annual appraisal.

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

For a further informal discussion, please contact Melanie Douglas, Service Manager, on 01642 528720.

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

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

**CHILDREN'S SERVICES
JOB DESCRIPTION**

Post Title: Deputy Team Manager, Assessment
Post Ref: 30617
Grade: N
Responsible to: Team Manager, Assessment

Job Purpose:

To ensure the provision of an effective case management and social work service within Stockton-on-Tees.

Main Duties and Responsibilities:

1. To ensure the effective and safe delivery of social care services for the Assessment Teams within the context of the safeguarding agenda.
2. To be responsible for the line management of Social Workers and Family Workers within the Assessment Teams.
3. To assist the Team Manager with work allocation, supervision, workload management, target setting and performance appraisal through the use of manual and electronic systems.
4. To monitor and manage budgets as directed by the Team Manager.
5. To chair a range of meetings on behalf of the Team Manager, including Strategy/Legal/Public Law Outline (PLO) meetings.
6. To attend a range of meetings on behalf of the Team Manager, including Initial Child Protection Conferences (ICPC's).
7. To investigate and attempt to resolve complaints made by service users and representations from other professionals.
8. To assist in preparing the team's contribution to the Business Unit Plan and to contribute to the planning and development of future services.
9. To ensure that each team member provides high quality assessment and services within the legislative and policy framework. This will include quality assuring documents, case file audits and observation of staff in order to improve practice.
10. To liaise with colleagues in other service areas and agencies to ensure effective working relationships and coordinated services.
11. To support and assist in the management of delegated budgets and resources with due regard to economy, efficiency and effectiveness in line with organisational policy.
12. To take part in the corporate management of Children's Services by attending appropriate management meetings and training.
13. To enhance Children's Services image within the authority by promoting awareness of services and achievements and encouraging greater participation.

14. To ensure that team members understand and work within key performance indicators relating to the team's core activities.
15. To deputise in the absence of the Team Manager.
16. To undertake any training and development necessary to meet the duties and responsibilities of the post. To assess and make provision for the training needs of colleagues for which the post holder is responsible.
17. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.
18. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
19. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, policy, procedures and working practices as directed from time to time.

The postholder is required to have undertaken a Disclosure and Barring Service check at the appropriate level and continued employment in the role is subject to such a check being satisfactory. A further check will be required to be undertaken every three years. The postholder must notify the Head of Service if he/she received a caution or is convicted of a criminal offence during the course of employment.

The post holder is required to be registered with the Health and Care Professions Council and be able to evidence appropriate training to ensure continued registration.

**CHILDREN'S SERVICES
PERSON SPECIFICATION**

Post Title: Deputy Team Manager, Assessment
Post Ref: 30617

	Essential	Desirable
Education/ Training	<p>DipSW, CQSW or equivalent</p> <p>Child Care Award</p> <p>Current Health & Care Professions Council (HCPC) registration</p> <p>Evidence of continuing professional development e.g. ABE</p>	<p>Educated to degree level or equivalent</p> <p>Management qualification</p>
Experience	<p>Substantial experience of working in a child protection/looked after children context</p>	<p>Management experience</p> <p>Budget Management Experience</p>
Knowledge	<p>Sound knowledge of policy, legislation and best practice in relation to safeguarding and looked after children</p> <p>Comprehensive understanding of the operation of local authorities</p> <p>Understanding of multi agency systems, agreements and protocols</p> <p>Risk management within a safeguarding context</p>	
Skills	<p>Effective verbal and written communication skills</p> <p>IT skills</p> <p>Presentation skills</p> <p>Leadership skills</p> <p>Ability to work with a colleagues from a wide range of different professional backgrounds</p> <p>Ability work in a complex and rapidly changing environment</p>	

Aptitudes	<p>Negotiating, influencing and facilitation skills</p> <p>Ability to remain calm and focused when balancing demands of a number of different areas of responsibility and achieving targets and meeting deadlines</p> <p>Problem solving approach</p> <p>Ability and willingness to work flexibly as necessary outside office hours</p> <p>The post holder must have the capacity for independent travel</p> <p>Ability to manage own performance</p>	
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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 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 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

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 towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. 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 DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.