**JOB DESCRIPTION**

**CHILD & ADULT SERVICES**

**JOB TITLE:** ASSISTANT TEAM MANAGER (SAFEGUARDING, ASSESSMENT & SPECIALIST SERVICES

**DIVISION:** FAMILY PLACEMENT

**GRADE:** BAND 13

**RESPONSIBLE TO:** SAFEGAURDING AND SPECIALIST SERVICES, HEAD OF SERVICE (LOOKED AFTER CHILDREN AND CARE LEAVERS)

**POST REFERENCE:**  SR-102124

**Purpose of Post**

To provide a comprehensive Social Work service to children, young people who are looked after and their families. To provide case work supervision and support to staff who undertake assessment and planning functions as directed by the Team Manager. In addition the Assistant Team Manager will deputise for the Team Manager in their absence.

All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department’s work.

**Key Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

Additionally, key relationships for this post will be:

* Team Managers
* Social Workers
* Workers from targeted/preventative services
* Administrative staff
* Service Users
* Colleagues from other agencies

**Main duties and responsibilities**

1. In the absence/unavailability of the Team Manager to provide guidance and support to other members of the Family Placement Team.

2. To provide case work supervision to Social Workers as directed by the Manager.

3. To be responsible for quality assurance within case work including ensuring that all required tasks, including Assessments and Foster Carer reviews are completed within time scales.

4. To complete audits of casework as and when required as agreed by the Manager, Head of Service, Assistant Director and/or Director of Child & Adult Services

5. In the absence/unavailability of the Team Manager, chair meetings, including Permanency Process meetings, Family Finding meetings and Team Meetings, and attend departmental meetings on behalf of the Manager. In addition to this to take on the role as Panel Adviser when required.

6. To contribute to the development and review of policies and procedures as required by the Fostering Regulations and National Minimum Standards.

7. To ensure that working procedures and practices within the team comply with the Council’s statutory duties, policies and procedures guidelines.

8. To contribute to the training and development of foster carers/staff members and panel members.

9. To have expertise with regards to providing placements for children who are looked after and to keep abreast of research, legislation and practice within this area in order to ensure best practice within the team and share expertise with other teams as needed.

10. To have experience with regard to safeguarding children and to keep abreast of research, legislation and practice within this area in order to ensure best practice within the team and share expertise with other teams as needed.

11. Ensuring service delivery is delivered by the most efficient means for customers and cost effective for the Council.

12. Building a valued confident, developed, empowered and innovative workforce. Ensure employees feel valued and understand their role in achieving the Council’s vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.

13. To ensure that effective mechanisms are in place to deal with complaints.

14. To initiate and develop procedure and practice to improve service delivery, which ensures compliance with legislation and/or national standards.

15. Ensure appropriate risk management arrangements for the team are in place.

16. Working with relevant partners and stakeholders in a spirit of partnership and collaboration and develop effective working relationships.

17. To ensure equalities and diversity issues are effectively assessed, planned and implemented.

18. Secure the participation of children, young people and their families in the development of the services

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: April 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**