

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.

Team Manager – Adults Services

Vacancy ID: 008474

Salary: £36,379 - £40,057 Annually

Closing Date: 18/02/2018

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

Job Description

Darlington Borough Council has a vacancy for the role of Team Manager within Adults Services. The Council puts the needs of adults in Darlington right at the heart of everything we do. This requires professionals who share our determination to make a real difference to people's lives. Adult Social Care has embraced the model of strength based assessment work to maximise independence well-being and choice.

Our team managers have a critical role in delivering effective front line services that safeguard and promote improved outcomes for adults. If you are innovative, positive, dedicated and motivated to work with the rewards and challenges of the change management process, this position will enable you to transform the lives and futures of adults in need of care and support.

You will be passionate about working with adults to find suitable and sustainable solutions that meets their needs. You will be able to work independently and as part of a team. This position will enable you to progress your career as part of an ambitious and creative management team with particular emphasis on meeting the required management and service performance standards inclusive of the associated staff development.

You will be an experienced social work manager or senior practitioner with the relevant expertise in statutory social work looking to progress into a management role. Your experience will enable you to evidence a proven track record of excellent practice that improves outcomes.

You must be qualified with a social work degree, social work qualification (Dip.SW, CCSW, CSS) or equivalent, and will need to be registered with HCPC.

In return we will:

- Provide access to a high quality programme of evidence-based learning and development to enhance skills and practice
- 31 days holiday plus bank holidays
- An opportunity to join the local government pension scheme
- Child care vouchers (salary sacrifice)
- Cycle to work scheme in partnership with Halfords (salary sacrifice)

- Additional leave purchase scheme (salary sacrifice)
- Access to Occupational Health, physiotherapy and counselling services
- Reduced membership to the Dolphin Centre's Fit for Life Package

Darlington Borough Council is committed to safeguarding and is an equal opportunities employer.

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

For a further informal discussion, please contact Geraldine Earley, Service Manager on 01325 406211 or Linda Thirkeld, Head of Service on 01325 406149.

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

DARLINGTON BOROUGH COUNCIL

ADULTS SERVICES

JOB DESCRIPTION

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| <u>POST TITLE :</u> | Team Manager (Adult Services) |
| <u>GRADE :</u> | Q |
| <u>JOB EVALUATION NO.</u> | B1523 |
| <u>REPORTING RELATIONSHIP</u> | Operational Manager (Adults) |
| <u>JOB PURPOSE :</u> | To be a technical authority in social care practice (in relation to adults with a disability and older people) in the local authority with acknowledged depth of expertise, including the assessment and appropriate management of risk. To develop effective practice through direct development of others and through driving practice improvement across the service by actively participating in process/procedure and policy/strategy development. To deal with the most complex cases, partly in order to maintain credibility and experience in the field. |
| <u>POST NO.</u> | D12043 |
| <u>PDR COMPETENCY FRAMEWORK</u> | 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.
25. "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".

THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE + ADULTS BARRED LIST CHECK 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.

Date: October 2017

DARLINGTON BOROUGH COUNCIL**TEAM MANAGER****ADULTS SERVICES****PERSON SPECIFICATION****POST NO. D12043**

All appointments are subject to satisfactory references.

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

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| 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 | |
| Personal Attributes | | | |
| 30 | Ability to be able to identify and solve problems | E | |
| 31 | Flexible and responsive approach to a fast changing working environment | E | |
| Special Requirements | | | |
| 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.