DARLINGTON BOROUGH COUNCIL

CHILDREN'S AND ADULTS SERVICES

JOB DESCRIPTION

POST TITLE :	Team Manager
GRADE :	Grade R
JOB EVALUATION NO.	
REPORTING RELATIONSHIP	Service Manager
JOB PURPOSE :	To be accountable for managing the direction, delivery and performance, including assessment and appropriate management of risk, across a specialist field and for setting direction into the mid-term within service strategic parameters. To ensure service delivery in a specialist field in accordance with legislative requirements, relevant policies and procedures and agreed performance targets.
PDR COMPETENCY FRAMEWORK	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. The post holder is responsible for the effective management of staff within their team to include recruitment and selection, induction and probation, workload allocation, identification of training needs and plans, disciplinary and grievance matters (referring any serious breaches to the service manager) and assessing career progression.

2. To provide or ensure effective supervision of team members in accordance with the supervision policy and associated guidance, to include active auditing and monitoring of case files and computerised recording system. To model and facilitate reflective practice.

3. To establish productive working relationships with partner agencies, departments and independent sector groups and providers. To promote effective joint and inter-disciplinary working partnership arrangements with statutory and independent organisations. To proactively resolve any disputes as appropriate. Attendance at Locality Panels is a requirement of the post.

4. To assist the Service Manager and Head of Service in the overall strategic development and implementation of Children's Services performance management framework and lead on specific projects as required. To monitor the team's performance with reference to local and key performance indicators. To monitor compliance to policy, procedures and performance targets relevant to the service areas.

5. To ensure that the team has appropriate systems and procedures in place to prioritise and manage demands on the service by allocating staff and resources appropriately, in accordance with social care assessed need and Children's Services policies and ensuring the safeguarding of children and young people.

6. To promote professional development and quality evidence based practice through supervision and annual appraisal of team members .

7. To ensure all assessments undertaken by the Team are based on clear accurate information and analysis.

8. To ensure families are involved and informed at all stages of assessment and intervention (where compatible to the child's safety).

9. To ensure all interventions are supported by clear plans which ensure the protection and development of the child or young person.

10. To manage risk and support social workers in managing risk, leading and mentoring colleagues in reaching appropriate decisions.

11. To monitor and audit outcomes of assessments and plans.

12. To develop mechanisms which monitor service user feedback on the quality of services.

13. To work collaboratively with colleagues in developing services and social work practice.

14. To manage delegated budgets as required by senior management.

15. To ensure significant issues and barriers to service delivery are reported promptly to senior management.

16. To Chair multi agency and strategy meetings ensuring clear measurable outcomes and monitoring arrangements are agreed and recorded.

17. To keep individual knowledge base up to date and undertake training as required.

18. 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.

19. Ensure that the PDR process operates effectively within your team and that mid and end 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 and employee in line with these.

23. To fulfil your health and safety management role as detailed in 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.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO THE RELEVANT VETTING CHECKS, INCLUDING AN ENHANCED DISCLOSURE BEFORE AN OFFER OF EMPLOYMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED BY THE AUTHORITY

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: May 2018

DARLINGTON BOROUGH COUNCIL

TEAM MANAGER

CHILDREN'S SERVICES

POST NO: D12633

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	**E**	
2	Post qualifying training relevant to a specialism or university Certificate in Advanced Professional Development in specialist social work	**E**	
	Experience & Knowledge		
3	Experience of working with children, young people, families carers and communities	**E**	
4	Approx. 5 years relevant post qualifying experience in Children's Statutory Services	**E**	
5	Approx. 3 years experience of effectively managing the most complex cases with little requirement for support and being responsible for decision making and meeting timescales	**E**	
6	Working knowledge of the relevant current legislation such as Children Act 1989 and current child care legislation including Working Together 2015	**E**	
7	Knowledge, understanding and practical experience in the application of appropriate legislative frameworks, procedures and practises	**E**	
8	Approx. 2 years experience working within safeguarding children in a statutory setting	**E**	
9	Experience of undertaking assessments, planning and reviews in both court and within statutory social care setting including the single assessment and analyse information gained to inform risk assessments	**E**	
10	Experience of chairing a range of meetings and panels	**E**	
11	Experience of quality assurance and effective closure of own and others casework	**E**	
12	Experience of developing, contributing and implementing strategies, policies and service procedures and ensuring compliance	**E**	
13	Approximately 2 years' experience of managing a team including performance development	**E**	
14	Experience of effective budget management	**E**	
	Skills & Personal Attributes		
15	To be IT literate, capable of using MS Word / Excel and Office packages and use case management systems with confidence	**E**	
16	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**	
17	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute	**E**	

	to service planning		
18	Ability to analyse and interpret information gathered during the assessment process	**E**	
19	Ability to monitor the understanding of others, develop approach and take corrective action if required	**E**	
20	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	**E**	
21	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	**E**	
22	Demonstrate ability to work effectively in increasingly more complex situations	**E**	
23	Ability to access reliable transport to carry out the travel requirements of the post	**E**	
24	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	**E**	
25	Ability to drive improvements to practise across services	**E**	
	Special Requirements		
26	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	**E**	
27	Suitability to work with children	**E**	
28	Registered with the HCPC	**E**	
29	Interest in working with children to promote their development and educational needs.	**E**	
30	Ability to form and maintain appropriate relationships and personal boundaries with children.	**E**	
31	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	**E**	