/Northumberland County Council

JOB DESCRIPTION

Post Title: Deputy Team Manager (Safeguarding)	**Director/Service/Sector**: Children's Services / Children's Social Care / Safeguarding		**Office Use**
Band: 10	**Workplace:** Locality Team Office / Agile		JE ref: 3380 HRMS ref:
Responsible to: Team Manager	**Date**: April 2018	**Lead & Man Induction:**	

Job Purpose: Working alongside the Locality Team Manager to lead and manage a social work team. To work collaboratively with service users and their families to assess their needs and plan and deliver services in accordance with statutory duties within the legislation and regulation framework. Alongside the Team Manager take responsibility for ensuring the delivery of a high quality and effective service for children and young people. To deputise in Team Manager's absence and to provide day to day supervision and management oversight for a specified group of staff working together with colleagues and partner agencies to ensure a first class highly professional service. Monitor and manage the performance of staff. Undertake a quality assurance role in relation to improving the quality of case files, case recording and social work practice.

Resources Staff	Advanced Practitioners, Social Workers and Social Work Support staff.
Finance	To support the Team Manager with the management devolved budgets.
Physical	Day to day updating and maintenance of complex, sensitive and confidential data, including electronic client data systems.
Clients	Contact with children, or adults and their families including within their own homes. There will be contact with a range of agencies and partners.

Duties and key result areas:

1. To ensure that adequate safeguarding arrangements are in place to promote the welfare, health and development of children and young people.
2. To oversee and quality assure complex assessments and other key aspects of practice including court statement as needed by the social work team.
3. To oversee the operation of the social work team, making decisions and providing advice and guidance to social workers and advanced practitioners with regard to children in need, children subject to child protection processes and Looked After children. Chairing strategy meetings and signs of safety planning meetings, where there are child protection and child welfare concerns. Allocating work to specified social work staff in accordance with guidance and supporting them to ensure the delivery of effective, multi disciplinary services. Authorising social work assessments and reports via the department's electronic integrated children's system, ensuring that work is of a consistently appropriate standard. Also, to attend multi agency child protection conferences to present reports and assessments for those children deemed to be at risk of significant harm and to chair planning meetings where there are child welfare concerns, making recommendations for actions and interventions to safeguard children.
4. To take responsibility for developing skills, expertise and knowledge for a wide range of practice issues and to provide consultation, coaching and mentoring within the team and across the service as a whole.This will include taking responsibility to maintain and develop professional links and leads with multi agency professionals.
5. To be conversant with operational and practice issues pertaining to the delivery of social work to children and families and assist the team manager in being visible and accessible to the team and other professionals across the service, to ensure that children most in need are prioritised and responded to appropriately.
6. Utilise the skills within the team to develop and implement programmes of activity, prevention and early intervention in order to support children, young people and families.
7. Provide regular, formal and informal supervision and appraisal to staff within the team and develop a professional skills base through the provision of training and development as appropriate.
8. Supported by the team manager, implement and maintain multi-agency, integrated records in line with legal obligations and agreed agency policy.
9. Ensure the team works towards achieving key service delivery objectives identified within the service plan. In addition, develop and implement systems to ensure satisfactory team performance against key performance indicators.
10. Supported by the management team, ensure that the objectives set out in statutory guidance and departmental procedures are implemented within the team .
11. Supported by the Team Manager, set up robust systems and processes to ensure the service works effectively with other professional groups (i.e. GP's, Consultant Psychiatrists, Schools and other teams) across partner organisations and facilitate staff to work within other teams to promote and deliver integrated services.

12. Supported by the management team, ensure that specific areas of service delivery are developed and delivered to meet the needs of children and families requiring specialist social work for a range of associated assessed needs.
13. To manage financial and other resources effectively and efficiently in line with NCC regulations and to report to senior management on a regular basis regarding the financial position of the designated service area.
14. To monitor and evaluate team performance against service targets including the monitoring of caseloads and the complexity of cases.
15. To provide reports and updates to the management teams as required.
16. To ensure the maintenance of record keeping in accordance with statutory requirements and NCC policy and procedures.
17. To participate in the recruitment, selection, training and development of staff in accordance with NCC policies and procedures.
18. Responsible for the day to day administration and management of the team's offices, including health and safety requirements.
19. To ensure that all services are delivered in a non judgemental, non discriminatory and anti oppressive manner.
20. To ensure the service is child and family centred, focussing and promoting the overall safety and safeguarding of all vulnerable children and those at risk of significant harm.
21. To participate in the management team as required and to participate in the development of the overall service.
22. To actively participate in directorate wide projects related to children's safuarding as approved by the Team Manager/Senior Manager.
23. Deputise for the Team Manager at internal and external meetings as and when required.
24. To advise and alert the Team Manager of any situation that may be contentious, complex or critical or costly to the team or service so that an appropriate risk assessment and management plan can be put in place.
25. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Physical requirements:	To be able to attend meetings and provide service delivery throughout Northumberland.
Transport requirements:	Flexibility to meet the demands and delivery of the service.
Working patterns:	Occasional participation in Out of Hours support to service rota cover arrangements as required
Working conditions:	Office based although some lone working within the community.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Deputy Team Manager	**Director/Service/Sector:** Children's Services / Children's Social Care / Safeguarding	Ref: 3380
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
A professional social work qualification e.g. Degree in Social Work, DipSW, CQSW, CSS Valid HCPC registration. Evidence of CPD. Knowledge of child development and issues around work with families and children including safeguarding and child protection. Detailed knowledge of Children's legislation. Up to date understanding of the key issues and relevant theoretical background facing professional child care social workers, particularly related to children's safeguarding and looked after children.	Management qualification Completion of or working towards the Safeguarding Module of the PQ Award.	
Experience		
Extensive experience in child social care. Including experience of working with child protection systems and procedures. Significant experience of team management including appraisal and supervision Experience of managing performance to agreed standards and targets Ability to work in stressed and pressurised situations to meet deadlines Proven experince in decision making skills and abilities	Experience of working within a multi agency setting. Experience of budget management	
Skills and competencies		
Highly developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums including complex cases in a court arena. Ability to lead and manage a multi-skilled team. Ability to manage change and conflict. Highly developed negotiating and organisational skills. Able to prioritise conflicting demands and requirements, meet tight deadlines and timescales. Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs. A commitment to equality of opportunity. An awareness of the principles of budget management. Effective IT skills to be able to write reports, produce court documentation and update relevant systems. Ability to work across agency boundaries within a multi-professional setting. Ability to work at both operational and strategic levels in terms of future service development.	Use of IT databases and spreadsheets	

Physical, mental and emotional demands		
To be a resiliant practitioner with the ability to manage intense emotional demands. Able to meet the physical demands of the post. Lenghty periods of mental attention and high levels of pressure from conflicting demands and pressure to meet statutory deadlines. To be able to satisfy the mobility requirements of the post which will include regular journeys to children and their families' home. To work agilely in line with the Council policy.		
Other		
This position requires an Enhanced Disclosure and Barring Service (DBS) Check. Commitment to inter-agency working. Willingness to work occasional evenings/weekends. Positive attitude towards supervision and training. Willingness to attempt new challenges and approaches. Positive attitude towards supporting equality and diversity.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits