**JOB DESCRIPTION**

**CHILDREN AND FAMILIES**

**JOB TITLE:** DEPUTY UNIT MANAGER (302 STOCKTON ROAD)

**DIVISION:** PREVENTION, SAFEGUARDING & SPECIALIST SERVICES / Looked After Children & Care Leavers

**GRADE:** BAND 12

**RESPONSIBLE TO:** UNIT MANAGER, 302 STOCKTON ROAD

**POST REFERENCE:**  SR-106196

**Purpose of Post**

To assist the unit manager to ensure the effective management of the unit and the care and welfare of the children and families for whom the unit provides a service.

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:

* Unit Manager
* Team Managers
* Social Workers
* Independent Reviewing Officer
* Children and Young people
* Health Service colleagues
* Education colleagues
* Parents and Carers

**Main Duties and Responsibilities**

1. Ensure that all relevant statutory, policy and codes of practice and procedural guideline requirements are followed.

2 Ensure that the specified aims and objectives of the unit are achieved and reviewed as appropriate.

3. Actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal training).

4. Provide occasional structured supervision of staff and develop and raise standards of professionalism and practice to a high and consistent level against agreed standards.

5. Ensure the effective utilisation and development of human resources.

6. Identify team and individual training / development needs and actively engage in meeting these needs where appropriate.

7. Ensure the provision to children and families of a planned, comprehensive, individualised service within approved policies and budgets.

8. Ensure that the cultural religious and linguistic needs of children are met.

9 Participate in the agreed working roster and share the sleep in duty arrangements as required.

10. Advise the Unit Manager / Head of Business Unit of any issues, changes or constraints which may result in the failure to provide an effective service.

11. Other duties and responsibilities as directed by management in line with the nature and grading of the post.

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: NOVEMBER 2015

**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.**