

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto: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 – Permanence Team**

**Vacancy ID: 009598**

Salary: £40,858 - £43,757 Annually

Closing Date: 16/12/2018

### **Benefits & Grade**

Grade O

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

As a high performing Local Authority we are looking to recruit a highly motivated Team Manager for one of our Permanence teams.

The successful applicant should be a qualified social worker with experience in working with children in our care and who will be committed to providing good outcomes for children and young people.

Applicants must have the skills and ability to lead a team of Social Workers and be confident in assessing need and planning interventions to promote good outcomes for children. Applicants should have experience in managing risk and high levels of need.

We offer a package of support to help with the demands of the day to day job which includes practical support as well as employee benefits;

- IT access to allow staff to work from home.
- Flexible working hours
- Free on-site. Surrounding area car parking at Queensway House where the successful applicant will be based.
- Additional annual leave purchase scheme
- Childcare voucher scheme to automatically save on tax and National Insurance
- Free Tees Active Leisure Card giving discounts on leisure activities
- Bus and train discounts
- Car lease scheme
- Cycle to work scheme

We also offer a supportive team environment, continuous professional development and regular supervision and annual appraisal.

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

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Jackie Ward, Service Manager on 01642 526215

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



**Stockton-on-Tees**  
BOROUGH COUNCIL

## JOB DESCRIPTION

**Directorate:**  
**Children's Services**

**Service Area:**  
**Safeguarding and Looked After Children.**

**JOB TITLE: Team Manager**

**GRADE: O**

**REPORTING TO: Service Manager Looked After Children and Complex Needs**

**1. JOB SUMMARY:**

To provide a high quality social work service, to oversee actions to safeguard children in our care and children in need and to ensure consistency in practice and decision making across the borough.

**2. MAIN RESPONSIBILITIES AND REQUIREMENTS**

- |    |   |
|----|---|
| 1  | To line manage a team of social workers and family workers in order to ensure the effective and safe delivery of children's social care services.   |
| 2  | To be responsible for all aspects of the team's functions including work allocation, supervision, workload review and case recording.   |
| 3  | To ensure that each team member provides high quality assessment and case work services within the legislative and policy framework.  |
| 4  | To ensure the effective performance of the team, utilising manual and electronic management information systems, through the use of target setting, monitoring, regular case file audits and performance appraisals of staff. |
| 5  | To work collaboratively with colleagues from a range of different professional backgrounds and maintain productive working relationships and successfully coordinated service delivery.                                       |
| 6  | To effectively chair a range of meetings including planning, strategy and legal meetings and make decisions as appropriate to the needs of the children involved.   |
| 7  | To represent Stockton-on-Tees Borough Council at a senior level in a range of different settings including child protection conferences/reviews and court proceedings.  |
| 8  | To assist the Service Manager Looked After Children and Complex Needs in preparing the Business Unit Plan and to contribute to the strategic planning and development of future services.                                     |
| 9  | To manage and take responsibility for the delegated budgets and resources with due regard to economy, efficiency and effectiveness in line with organisational policy.  |
| 10 | To play an active role in the corporate management of Children and Young People's Operational Services by attending appropriate management meetings   |

		and leading on relevant projects as directed by the Service Manager.
	11	To enhance the image of Children and Young People's Operational Services and the Stockton-on-Tees Borough Council as a whole by promoting awareness of services and displaying the highest standard of professional conduct at all times .
	12	To participate in the resolution of complaints as appropriate.
	13	To undertake any training and development necessary to meet the duties and responsibilities of the post. To assess and make provision for the training needs of colleagues for which the post holder is responsible.
	14	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	15	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

## PERSON SPECIFICATION

Job Title/Grade	<b>Team Manager</b>	<b>O</b>
Directorate / Service Area	<b>Children's Services – Children's Social Care</b>	<b>Safeguarding and Looked After Children</b>
Post Ref:	<b>12931</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>DipSW, CQSW or equivalent</p> <p>Child Care Award</p> <p>Health and Care Professions Council (HCPC) registration</p> <p>Evidence of continuing professional development</p>	<p>Educated to degree level or equivalent</p> <p>Management qualification</p>	Application form
Experience	Substantial experience of working in children's social work team working with children subject to safeguarding concerns, children in need and children looked after.	<p>Management experience</p> <p>Experience of working with Care Leavers.</p> <p>Experience of development work</p>	Application / Interview
Knowledge & Skills	<p>Sound knowledge of policy, legislation and best practice in relation to safeguarding and looked after children</p> <p>Comprehensive understanding of the operation of local authorities</p> <p>Understanding of multi-agency systems, agreements and protocols</p>	<p>Presentation skills</p> <p>Good IT skills</p>	Application / Interview

	<p>Effective verbal and written communication skills</p> <p>Leadership skills</p> <p>Ability to work with a colleagues from a wide range of different professional backgrounds</p> <p>Ability work in a complex and rapidly changing environment</p> <p>Ability to use computer based management systems</p>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement		Application / Interview
Other requirements	<p>Negotiating, influencing and facilitation skills</p> <p>Ability to remain calm and focused</p> <p>Problem solving approach</p> <p>Ability and willingness to work flexibly as necessary outside office hours</p>		Application / Interview

## **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 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 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **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 towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. 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 DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.