**Job Description & Person Specification**

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| **Post Title** | Assessment Team Manager |
| **JE Reference**  | W1221 | **Grade**  | J | **SCP Range** | 49 - 51 |

**Reporting line:**

Service Manager

Assessment Team Manager

Social Workers

# **Job Purpose:**

# To support the Service Manager to deliver high performing cost-effective services to children and young people and their families.

To lead and manage a social work assessment team including child protection, children in need and children in care to ensure a timely and appropriate response to safeguarding, assessment and preventative work with children and their families.

# **Relationships:**

**Accountable to:** Service Manager

**Accountable for:** Social Workers

**General Contacts:** Children, young people and their families, partner agencies, OFSTED and other regulatory bodies.

# **Key duties and responsibilities:**

1. To ensure the effective and safe delivery of social work assessment and services to children and their families in the Redcar and Cleveland area.
2. To be responsible for the performance of the team, including work allocation, supervision, workload review/case recording. Target setting and performance appraisal through the use of manual and electronic systems.
3. To assist the Service Manager in preparing the team’s contribution to the Business Unit Plan and to contribute to the planning and development of future services.
4. To ensure that each team member provides high quality assessment and service within legislative and policy framework and ensure the involvement of children and young people and their families.
5. To liaise with colleagues in other service areas and agencies to ensure effective working relationships and co-ordinated services.
6. To manage and take responsibility for the delegated budgets and resources with due regard to economy, efficiency in line with organisational policy.
7. To take an active part in the corporate management of the service by attending appropriate management meetings and to lead on relevant projects as directed by the Service Manager.
8. To enhance the Safeguarding and Children’s Services image within the authority by promoting awareness of services and achievements and encourage greater participation.
9. To ensure that team members understand and work within the key performance indicators relating to the team’s core activities.
10. To take an active role in the recruitment and personal training of all employees for whom the post holder is directly responsible and ensure development and training requirements are continually met.
11. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
12. To participate in the resolution of complaints as appropriate.
13. To prepare for inspections and reviews in the department as required and to participate as appropriate in implementing the resulting action plans.
14. As the lead agency in safeguarding children be responsible for ensuring comprehensive risk analysis and sound decision-making.
15. To be responsible for ensuring that appropriate systems are in place for the safe storage of complete and accurate data.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** May 2021 **Author:** Debbie Harrison

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| **POST TITLE**  | **GRADE** |
| Assessment Team Manager | J |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Extensive level of recent experience with children, young people and families with knowledge in relation to safeguarding. We are looking for a competent, seasoned professional social worker.
* Experience of managing risk within safeguarding procedures.
* Experience of a range of interagency planning and joint working situations
* Experience of managing within challenging environments
* Experience monitoring situations of a complex legal/professional nature
* Experience of engaging and working within communities
 | * Experience of working in a corporate and political context
* Experience monitoring performance
 | A, I, R |
| **SKILLS AND ABILITIES** | * Change management skills
* Target setting
* Communication skills
* Negotiation skills
* Inter-agency collaboration within a community
* Setting and monitoring quality standards
* Presentation skills (written and oral)
* Customer service orientation
* Performance Management
* Risk Management
* To deal with the daily emotional demands of the job-involving complex highly sensitive issues.
* Ability to produce accurate reports whilst working to tight timescales and deadlines
 | * Budget Management
* Planning and project management
 | A, I, R |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Final Professional Qualification e.g. DipSW
* Education to degree level or equivalent
* Management Qualification e.g. DM S
* NVQ Level 5
* Knowledge of information systems and information technology applications
* Knowledge of legal framework for Children’s Services
* Safeguarding Planning for children
* Knowledge of best practice and agreement initiatives
* Knowledge of budget management issues and experience of budget setting and monitoring
 | * Knowledge of contracting and experience of arranging and monitoring contract
* Experience of working in a corporate and political context
* Experience monitoring performance
* Knowledge of business planning techniques
 | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
* Full Driving Licence
 | * Evidence of own continuous personal and professional development
 | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A, I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A, I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE