 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>JOB DESCRIPTION</b>
<b>DIRECTORATE:</b> Children's Services	<b>SERVICE AREA:</b> Help and Support – Response & Assessment
<b>JOB TITLE:</b> Team Manager – Assessment	<b>GRADE: O</b>
<b>REPORTING TO: Service Lead – Children's Response and Assessment</b>	


<b>1. JOB SUMMARY</b>	
<p>Manage the delivery of high-quality children's social work services, within legislative and corporate frameworks, meeting operational targets and outcomes and taking defensible operational decisions which reflect service policies and standards.</p> <p>Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.</p> <p>You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.</p>	
<b>2. MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
1.	<ul style="list-style-type: none"> <li>• To line manage a team of social workers in order to ensure the effective and safe delivery of children's social care services.</li> <li>• To deliver effective management guidance and oversight to ensure that each team member produces high quality assessment and case work services within the legislative and policy framework.</li> <li>• To effectively chair a range of meetings and make decisions as appropriate to the needs of the children involved.</li> <li>• To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of performance, service provision and support decision making processes.</li> <li>• Monitor team performance against statutory requirements, service objectives, performance standards and outcomes.</li> <li>• To provide high quality supervision which promotes learning, reflection and ensures comprehensive assessments and appropriate packages of care are completed.</li> <li>• Use the law, regulatory and statutory guidance to inform practice decisions. Make use of the best evidence from research to inform the complex judgements and</li> </ul>

	<p>decisions needed to support families and protect children from intra-familial and extra-familial harm.</p> <ul style="list-style-type: none"> <li>• To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording.</li> <li>• Maintain registration with Social Work England and adhere to the Social Work England standards of contact, performance and ethics, and standards for continuing professional development.</li> </ul>
2.	Directly manage the team, ensuring that service objectives are achieved.
3.	Directly manage people in the team, support their learning and development and undertake your own personal development.
4.	Directly manage budgets assigned to the team, ensuring that financial objectives are achieved.
5.	Work flexibly across Children’s Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
6.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
7.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
8.	You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.
<b>3. GENERAL</b>	
<p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade of the job.</p> <p><b>Other Duties</b> - 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.</p> <p><b>Workforce Culture and supporting behaviours and Code of Conduct</b> – 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.</p> <p><b>Shaping a Brighter Future</b> – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p><b>Personal Development</b> – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p><b>Customer Services</b> – 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.</p> <p><b>Policies and Procedures</b> – The post holder is required to adhere to all Council Policies and Procedures.</p>	

**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.


**Job Description dated: June 2021**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>PERSON SPECIFICATION</b>	
<b>DIRECTORATE:</b> <b>Children's Services</b>	<b>SERVICE AREA: Help and Support – Response &amp; Assessment</b>	
<b>JOB TITLE: Team Manager – Assessment</b>	<b>GRADE: O</b>	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent relevant professional or management qualification or the equivalent level of knowledge gained from demonstrable relevant work-related experience.</li> <li>• A recognised Social Work Qualification e.g. Degree in Social Work, DipSW or CQSW</li> <li>• Registration with Social Work England</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous professional development in leadership and management</li> </ul>	<p style="text-align: center;">Application</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Managing teams and people</li> <li>• Managing performance</li> <li>• Managing finance</li> <li>• Decision making</li> <li>• Supporting learning and development</li> <li>• Partnership working</li> <li>• Promoting a positive culture</li> <li>• Customer focus</li> <li>• Improving services</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate and strategic thinking</li> <li>• Political awareness</li> <li>• Working in local government or public sector</li> </ul>	<p style="text-align: center;">Application / Interview</p>

	<ul style="list-style-type: none"> <li>• Substantial post qualifying experience of working in a safeguarding or statutory Social Work context.</li> <li>• Experience in developing care plans and implementing care packages</li> <li>• Proven assessment skills</li> <li>• Proven supervisory skills</li> <li>• Working effectively with professionals from a diverse range of organisations</li> <li>• Application of legislation and national standards relevant to the role</li> <li>• Using initiative to organise own workload</li> <li>• Using policies and procedures in Social Work practice</li> <li>• Ability to maintain professional standards</li> </ul>		
<p><b>Knowledge &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Problem solving</li> <li>• Effectively plan and prioritise workload</li> <li>• Microsoft Office technology solutions</li> <li>• Service-specific information and case management systems</li> <li>• Leadership skills</li> <li>• Knowledge of a range of social work theories relevant to the role</li> <li>• Knowledge of the main social care services and resources provided by the statutory, voluntary and independent sector.</li> <li>• Recognise harm and risk indicators of different forms of harm to children</li> <li>• Use the law, regulatory and statutory guidance to inform practice decisions</li> <li>• Ability to work in a complex and rapidly changing environment.</li> <li>• Understanding of multi-agency systems, agreements and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Media handling</li> <li>• Programme / project management</li> <li>• Information governance and security</li> </ul>	<p>Application / Interview</p>
<p><b>Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate the behaviours that underpin the Council's Culture Statement</li> <li>• Leading by example</li> <li>• Collaborative team worker</li> <li>• Handle difficult situations sensitively</li> <li>• Pragmatic, flexible and resilient</li> <li>• Self-motivated, energetic, not easily discouraged</li> </ul>		<p>Application / Interview</p>

	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Communicate clearly and sensitively, building effective relationships with children, young people and families and other professionals. Listen to their views and enable their full participation in assessment, planning, and review.</li> <li>• Be accountable for, and review own practice using supervision and reflective practice. Seek advice from a range of sources. Discuss, debate, reflect upon and test hypotheses.</li> <li>• Share learning with colleagues by mentoring, coaching and reflective discussion.</li> </ul>		
<p><b>Other requirements</b></p>	<ul style="list-style-type: none"> <li>• The role requires frequent travel between venues across the borough, therefore a full driving licence and / or access to transport is essential</li> <li>• The role is delivering a service predominantly during office hours however an ability to flexibly work beyond core hours is essential to meet the needs of service users and/or the service</li> <li>• Ability to remain calm and focused under pressure</li> <li>• Negotiating, influencing and facilitation skills</li> <li>• Positive enhanced DBS clearance</li> <li>• Ability to work alone and as part of a team, using own initiative where appropriate</li> <li>• Commitment to Continuous Professional Development and maintain Social Work England Registration</li> </ul>		<p>Application / Interview</p>
<p><b>Person Specification dated: June 2021</b></p>			

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Children's Services	<b>SERVICE AREA:</b> Help & Support
<b>JOB TITLE: Team Manager – Assessment Team</b>	
<b>GRADE: O</b>	
<b>REPORTING TO: Service Lead – Children's Response and Assessment</b>	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties – <b>occasional</b>	Yes
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail <b>Direct contact with service users, including home visits. Sometimes contacts can be emotionally charged, with some users presenting risk of harm to others. Activity is risk assessed and managed.</b>	Yes
No known risks associated with this role	No

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Miriam Sigsworth  
Date: 9.12.21