Team Manager

Job Description

Reports to: Service Manager
Direct reports: A team of social work staff

Evaluation: **631** points
Grade: **N10**
Reference: **AA343**

Job Purpose

To manage a team and deliver services to customers in accordance with agreed objectives, financial targets, quality and performance standards. To assist in the development, implementation and monitoring of operational policies and procedures.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To manage a team of social work staff and associated activities, and resources, including all aspects of work allocation, performance monitoring, staffing issues, professional/administrative advice and support, recruitment, development and training in order to meet service objectives.

2. To interpret local and national policy and legislation, and advise management on the implications in terms of service provision and resources. To include the provision of statistics and reports as appropriate.

3. To assist in the development of effective operational procedures in respect of approved policies. To implement, monitor and maintain these procedures.

4. To manage assessment and child protection and adult investigation processes, to make service decisions with regard to service demand and resource

availability in accordance with the Directorate policies and delegated responsibilities.

5. To monitor and control agreed devolved budgets, and financial management systems in accordance with financial regulations, Social Services and City Council policy.

6. To chair and/or participate in meetings with respect to service users and service provision in accordance with Social Services, City Council and legislative requirements.

7. To liaise with, and where appropriate co-ordinate the involvement of Social Services, officers from other directorates and external organisations, on an individual and multi-disciplinary care team basis, to ensure the effective provision of services.

8. Where appropriate, and as agreed, to undertake specific projects within the directorate allocated to ensure social services are developed, monitored, co-ordinated and delivered effectively in accordance with local and national requirements.

9. To contribute to the development and promotion of Social Services and collaborate with other staff to assist the directorate to determine and achieve its service plan objectives.

10. To be a representative of Social Services as appropriate at management and officer groups, in meetings with elected members and external organisations at local, and national level, providing advice and information as required.

11. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.