



Job Description

Job Title: Service Manager, Children's Homes

POSCODE: HAY2960

Grade: SM

Overall Purpose of Role

To direct, monitor and co-ordinate the work within a designated portfolio to provide the children's social care services.

To provide the professional lead in either: Looked After Children's Services, Looked after Children's' admissions and Children's Residential services, Children in Need services, Fostering and Adoption regulated services, Initial Access and Assessment services.

To develop an operational delivery plan for the portfolio, set targets and manage performance in order that services are continuously improved and objectives are met.

To ensure that budgets and other resources are used in accordance with the Trust's priorities and financial regulations, and that expenditure is accurately monitored and reported, and does not exceed budget.

Main Accountabilities

1	To lead a group of teams, developing a service plan for the Portfolio, and leading the production of team plans, in accordance with Trust objectives. Systematically reviewing progress against these plans to ensure a consistently high standard of service which is in accordance with Trust objectives
2	To manage, allocate and monitor budgets and contracts with providers in accordance with the Trust Constitution, financial regulations and relevant codes of practice, ensuring that services provided are based on principles of best value utilising a full range of potential providers
3	To take a lead role in developing effective partnership arrangements with partner organisations exploring and developing opportunities for the integration of services. This could be as directed through the LSCBN or CYPPB frameworks.
4	To take a strategic role in ensuring the safeguarding and other social care services respond to and meet all current and emerging local and national policy, ensuring the agreed safeguarding children's arrangements work effectively for all children and families within the portfolio and that staff receive and deliver training
5	To recruit, select, lead and motivate staff, appraise their work, effectively manage poor performance and ensure the preparation of staff development plans and workforce plans that will contribute to achieving a high standard of team performance.
6	To introduce and sustain a performance culture in the post holder's area of responsibility, taking account of national and local requirements and taking specific responsibility for performance targets for agreed indicators and effective complaints management. Through the management of change in response to the Government's

	Agenda for Social Care. This will involve ensuring the service is fit for purpose, and is supportive of a seamless provision of services to children.
7	Proactively contribute to the work of the Safeguarding Board by ensuring active management participation at task and finish groups, panels and Safeguarding Board Sub Committees.
8	To provide direct advice to Councillors, Committees of the Council and Boards on all aspects of the work of the Trust that are the responsibility of the post holder, including in particular development of policy and practice in light of the changing statutory framework
9	To ensure the views, feelings and wishes of children, young people and their parents /carers are ascertained and used to appropriately inform the development and performance of services and are at the heart of service design and delivery.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Social Work Qualification		Essential
HCPC registration		Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge / Experience:		
	Broad management experience over a range of professional roles with significant experience in managing functions in a number of specialisms, e.g. looked after children, regulated services, children in need	Essential
	Experience of the regulatory framework and delivery of positive inspection outcomes	Essential
	Experience in developing a business strategy and implementing innovative operational plans to meet the vision and build the new teams	Essential

	Achievement and maintenance of financial information including achieving balance	Essential
	Experience in effective leadership and people management providing professional supervision, and develop team and individual plans.	Essential
	Workload management and leadership with other professionals, and ensure their access to professional supervision.	Essential
	Experience in strong working relationships with partners and stakeholders including health, police.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level	
What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>
Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>