



## Job Description

Job Title: Team Manager

POSCODE:

Grade: M53 - SM1-2

### Overall Purpose of Role

To lead, manage and direct a Northamptonshire Children's Trust social care team for children and young people, including statutory child protection and regulated adoption and fostering services to ensure that all children who are the responsibility of the relevant area team or centrally based service are safeguarded.

To improve outcomes for children and young people in receipt of these services who are looked after by the local authority, deemed to be children in need or in need of protection from significant harm (as defined by the 1989 Children Act) and therefore are amongst the most vulnerable in society.

To deliver the Northamptonshire Children's Trust statutory responsibilities to safeguard and promote the welfare of these children.

### Main Accountabilities

**Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities**

Main Accountabilities	
1.	To lead, manage and direct the day-to-day operation of children's social care teams, comprising qualified social workers and family support staff. This involves allocation of work and prioritising workload across the teams, taking case related decisions in accordance with the scheme of delegated authority for children's social care services. All duties must be carried out in accordance with prescribed standards, procedures and protocols, and within the relevant legislation governing the particular service area, to ensure the safeguarding of children within the community or statutory settings (children and young people subject to a child protection or child in need plan, subject to legal proceedings and/or looked after
2.	To recruit, supervise, appraise, and develop staff in line with the Trust's requirements and in accordance with the statutory requirements for the relevant service area, to ensure that staff have the relevant skills, knowledge and training to provide an efficient and effective service

3.	To manage budgets to ensure efficient and effective use of resources, capturing patterns of expenditure to inform budget planning and setting within the Directorate
4.	To develop and maintain partnership and multi-agency working, in order to ensure that services and agencies work together effectively to assess risk and respond to identified need to safeguard children and to promote effective information sharing with partner agencies. This will include proactively developing relationships with schools and other partners in local operational teams (LOTs) to promote effective prevention and early intervention and ensure that children, young people and families experience a smooth transition between targeted and specialist social care services
5.	To develop and write the team plan which ensures that the relevant service contributes to meeting the objectives and performance targets set within the Children and Young People's Directorate's Service Plan and the Children and Young People's Strategic Partnership's Children and Young People's Plan; to ensure that an efficient and effective service is provided, and to continually develop and improve the service for service users, performance managing the team to achieve the relevant objectives and targets. Developing the team plan will include the effective analysis of local need so that the service managers and county wide strategic planners can fine tune the deployment of resources to local need
6.	To secure service improvements through effective audit, quality assurance, management of data systems, performance management of staff and timely management of complaints in accordance with the Council's statements of required practice and external regulation and inspection
7.	To ensure that staff are managed and all services are delivered in accordance with Northamptonshire Children's Trust Equality Policy
8.	To ensure that health and safety requirements are met in relation to the relevant team and service location
9.	To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post, including deputising for their line manager and representing the service as appropriate on internal and external projects and leading on those initiatives where appropriate to the role.

### **Safeguarding commitment**

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.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Education and qualifications	Degree in Social Work/ Certified Qualification in Social Work (CQSW)/ Certificate in Social Service (CSS)/ Diploma in Social Work (DiSW-SP)/  Home Office letter of recognition  Practice Teacher Award/Enabling Others  SWE registration  This post requires satisfactory clearance of an enhanced Disclosure & Barring Service disclosure	Management Qualification NVQ Level 5.  Post-qualifying child care or specialist award

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

Identify	Details	Essential/Desirable
<b>Experience and Knowledge:</b>	Minimum of 5 years post-qualifying experience in children’s social care, including statutory child care  Ability to manage staff demonstrated through previous management experience, student supervision, mentoring and coaching.  Ability to manage the performance of individuals and the team  Knowledge of child care legislation including statutory child care  Knowledge of current research relating to the children social care generally and specifically to the relevant service area.	

	<p>Ability to manage budgets demonstrated through a sound understanding of the principles of budget management</p> <p>Experience of multi-agency working, and the ability to establish and maintain good working relationships.</p> <p>Knowledge of Health and Safety legislation.</p> <p>The jobholder may supervise social workers, or similar, whose career progression is dependent on completion of a post qualification specialist award (formerly child care award). Whilst it is not essential that the jobholder holds this qualification themselves, they must have sufficient knowledge and understanding to be able to supervise others who are undertaking, or who hold the qualification.</p>	
<b>Skills:</b>		
	<p>Highly developed communication skills, written and verbal</p> <p>Negotiating skills</p> <p>Ability to resolve conflict</p> <p>Interpersonal skills which required for good people management</p> <p>Ability to organise personal and team workload.</p> <p>Ability to interpret and analyse data to inform performance management</p> <p>Budget Management skills</p>	

	Ability to represent the service at a more senior level.  ICT skills	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Disclosure Level</b>		

<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input checked="" type="checkbox"/>
Enhanced Child/Adult Bar	<input 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 checked="" type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>