

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Team Manager Children in Care 14-18 years	JEID	CSW005
Salary Grade:	Grade P		
Team:	Children in Care Team		
Service Area:	Corporate Parenting		
Primary Location:	Myton Park, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Operations Manager– Children in Care		
Responsible for:	Social Workers, Personal Advisors and Apprentices		

Role Purpose

To work alongside the Operations Manager in developing and supporting a new countywide Children in Care Team aged 14-18 years. Ensuring that the service has high aspirations for our children in care.

The team manager will be responsible for supervising and supporting a team of social workers, personal advisors and apprentices.

You will support our social workers to deliver positive intervention and outcomes for children, ensuring the voice of the child is at the centre of all of our work.

Role Responsibilities

General Duties

- To manage and supervise a Children and Families Team of staff which may include Social Workers, Social Care Workers, Sessional Workers and administrative staff.
- To be responsible for the management of incoming work including prioritisation and allocation through caseload management of team members review and closure of cases.
- To identify the need for any appropriate service meetings, including those involving other agencies and to be responsible for ensuring that such meetings are called, where appropriate chairing them and for establishing clear outcomes and that any actions are followed up.
- To be responsible for ensuring that information systems are developed and maintained that will

enable statistical analysis of the performances of the service.

- To build and maintain links with local voluntary and statutory agencies that promote the service and encourage good working relationships to enhance high quality service outcomes.
- To be responsible for monitoring and auditing the quality of service provided by the team and ensuring any corrective measures are taken to meet the objectives set for the team.
- To maintain a knowledge and expertise of the work of the Directorate to contribute to the development of services and the development of best practice systems and protocols which support the delivery of a quality service and reflect any changes required.
- To deputise for the Operations Manager in their absence.
- Under the direction of the Operations and Service Managers, define and develop service policies, priorities and programmes which will impact across the whole service.
- Can be available to work within any of the councils localities.

Role/Team specific

- To lead and deliver specific innovative projects to improve practice and assist the service to transform the children's social care system and culture, ensuring it is embedded and sustainable for the future.
- Support managers and practitioners to develop a culture informed by performance data and which is modern and flexible to the needs of children, young people and external practitioners referring for a statutory service.
- To work with others to ensure relevant data on implementation and evaluation outcomes are established, then reviewing that the benefits have been met when the change has been embedded.
- To work flexibly, at short notice to work across the area of business. To review practice, identify strengths and areas for improvement, establish and implement solutions and lead new ways of working, as directed by the Operations Managers and Service Manager.
- To incorporate service user feedback (children, young people, parents, carers and external professionals/practitioners), including investigating and resolving complaints and comments regarding services. To ensure that transformational activity are informed by the experiences of children, families and partner agencies of the service and to have a positive impact on their experiences.
- Take lead responsibility for changing and developing working relationships and culture across Warwickshire and our partner organisations. With the aim of co-delivery, co-working and co-location to create a seamless response to children in need or at risk of suffering significant harm.
- To lead social workers and other practitioners in group supervision and learning events. This includes co-ordinating and analysing information through thematic and case file audits.
- Designing and delivering training to practitioners within the organisation which may include key partners from other organisations external to the County Council.
- To write and review procedures under the supervision and with oversight of Operations and Service Managers. To communicate and deliver training regarding new procedures, to ensure they are understood and consistently applied.
- To chair multi agency meetings including secure reviews, strategy meetings.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Team Manager – Level 5. Children in Care
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Main Tasks

- To lead and deliver specific innovative projects to improve practice and assist the service to transform the children's social care system and culture.
- To support managers at all levels, particularly social workers, as directed to change and improve practice.
- Support managers and practitioners to develop a culture informed by performance data and which is modern and flexible to the needs of children, young people and external practitioners referring for a statutory service.
- To work flexibly, at short notice to work across the area of business. To review practice, identify strengths and areas for improvement, establish and implement solutions and lead new ways of working, as directed by the Operations Managers and Service Manager.
- To manage and supervise a Children and Families Team of staff which may include Team Managers, Social Workers, Social Care Workers, Early Help, Sessional Workers and administrative staff.
- To be responsible for the management of incoming work including prioritisation and allocation through caseload management of team members review and closure of cases.
- To identify the need for any appropriate service meetings, including those involving other agencies and to be responsible for ensuring that such meetings are called, where appropriate chairing them and for establishing clear outcomes and that any actions are followed up.
- To be responsible for ensuring that information systems are developed and maintained that will enable statistical analysis of the performances of the service.
- To build and maintain links with local voluntary and statutory agencies that promote the service and encourage good working relationships to enhance high quality service outcomes.
- To be responsible for monitoring and auditing the quality of service provided by the team and ensuring any corrective measures are taken to meet the objectives set for the team.
- To maintain a knowledge and expertise of the work of the Directorate to contribute to the development of services and the development of best practice systems and protocols which support the delivery of a quality service and reflect any changes required.
- To deputise for the Operations Manager in their absence.
- Under the direction of the Operation and Service Managers, define and develop service policies, priorities and programmes which will impact across the whole service.
- Be available to work within any of the council's localities.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Professional Social Work qualification and current registration as a social worker with the Health & Care Professionals Council (HCPC), or equivalent professional qualification and registration when explicitly deemed appropriate by the Council and substantial post	AID
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qualification experience.	
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions.	AIT
To demonstrate experience and knowledge in managing change across complex systems of practice. Under the direction of Operations Managers and Service Managers	AIT
The ability to identify and respond as a manager to needs of clients which may be exceptionally difficult to satisfy such as those with multiple impairments or experiencing from a range of special difficulties arising from their circumstance.	AIT
The ability to work within policy and practice guidance, using managerial discretion over a broad area of activity.	AI
The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.	AI
The ability and experience to make management decisions and recommendations regarding clients which may cause them distress or be in direct conflict with their wishes, - for instance removal of a children from their family.	AI
The ability of experience to undertake assessment of complex needs and develop monitor and review appropriate programme of care and support, involving multi-agency delivery, for and in partnership with clients and carers.	AIT
Experience of contributing to or leading policy development within the service area.	AI
Experience of supervising and managing a small team including undertaking formal appraisal.	AI
Experience of monitoring financial accounts including the ability to independently manage a budget.	AI
Experience of handling and processing manual or computerised information.	AID
Ability to work well with colleagues, including manager, as a member of a team.	AI
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	AID
Ability to communicate fluently, in writing, through presentations and verbally, with a wide range of people including senior managers.	AIT
Satisfactory check through the Disclosure and Barring Service.	D

Desirable Criteria

Assessed By:

Previous experience of managing change.	AIT
Have the ability to lead new activities or innovative practices.	AI
Previous significant experience and expertise in children's social care.	AIT
Have sound planning and organisational skills to develop and deliver implementation plans.	AI
Have the ability to lead group learning activities such as formal training delivery and learning sets.	AI

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	