

Job Description

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. The wider generic role profile is set out in Section B.

Role Details

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|---------------------|--|------|-------|
| Job Title: | Team Leader | JEID | SW005 |
| Salary Grade: | Scale O - £43,516 - £45,495 | | |
| Team: | Disability Transitions Team | | |
| Division / Service: | Social Care and Support | | |
| Directorate: | People Directorate | | |
| Primary Location: | Shire Hall | | |
| Responsible to: | Operations Manager | | |
| Responsible for: | Registered Social Workers and Unregistered Social Care Practitioners | | |

Role Purpose

A key role is to ensure that we Start with Strengths with customers and staff and embed our philosophy and approach.

Work with young people with disabilities to achieve their full potential, utilising community, voluntary and statutory support.

The roles are to expand our management team and to ensure that we have capacity to plan and deliver an efficient, responsive and creative Social Work service.

As a member of the management team, you will take a lead role in managing team performance against its targets and the effective and efficient operation of the Team's intake and workload management/allocation systems and processes.

Delivers the day-to-day management of the Team and works in partnership with the staff in ensuring delivery of services in accordance with statutory requirements and Directorate policy.

Role Responsibilities

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- Supervises professionally registered and unregistered staff within the Team and their workloads, approves mileage, annual leave and time off arrangements.
- Provides high quality supervision & regular appraisal in accordance with People Group Guidance and Social Work England requirements.
- To manage and supervise all interventions by Social Workers and Social Care Practitioners through caseload management, supporting and developing staff and managing performance.
- The provision of management of casework relating to Adult Social Care that will include complex case work relating to adults with Learning Disability and Autism, that will include Adult Safeguarding, Continuing Health Care and the Transforming Care Agenda.
- Consider and authorise assessments, support plans, risk assessments, Mental Capacity assessments, Best Interest Assessments and Deprivation of Liberty applications. Review and closure of cases.
- To approve budget requests for care packages in accordance with the scheme of delegation.
- Support staff to undertake strength-based conversations and assessments in consultation with customers, carers and other professionals as partners in the care management process.
- Facilitate Peer Group to support the design and cost packages of support using universal services, private and voluntary agencies in accordance with service criteria.
- Increase the use of place based and remote assessment / support planning activity
- Ensure that customers are able to have robust contingency plans in place.
- To ensure that the service adequately monitors, reviews and evaluates individual packages of support in conjunction with customers, carers and service providers.
- Maintain accurate and concise case records and produce reports on time, all recording uses the Mosaic recording system.
- Promote and model collaborative working with our statutory and voluntary partners in order to achieve the best outcomes for our young people.
- To support students on practice placements and/or newly qualified social workers undertaking the ASYE (Additional Supervised Year of Employment) . To support Team Leader colleagues in all aspects of staff development, providing support and advice to colleagues.

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- Takes delegated responsibility for particular management tasks as determined by the Operations Manager, including the effective and efficient allocation of work, management of duty systems, liaison with local partner agencies and participating in operational management meetings with service providers.
- Deputises for the Operations Manager in their absence.
- Leads Team Planning, team development and quality assurance. This will include the development and implementation of the team objectives, People Directorate strategies, and the overall Council Plan.
- Manages statutory requirements under the Care Act, Mental Capacity Act and all other relevant legislation.
- Takes delegated responsibility for monitoring the Team's performance against Service Delivery / Team Plan targets and any other performance targets set by the People Directorate. Keeps the Service Manager and Operations Manager up to date with information and analysis about the Team's performance. Makes recommendations to the Operations Manager about strategies to optimise the Team's performance against standards and targets. Designs and implements performance improvement plans, agreed with the Operations Manager, to address areas of under-performance.
- Takes delegated responsibility for the management of specific Team budgets and authorises expenditure as agreed by the Operations Manager/Service Manager.
- Contributes to the effective management of the Team's budget by authorising care and support packages in a timely fashion and in accordance with council policy.
- Undertake all of the above in accordance with statutory and Directorate policies and procedures.
- Undertakes other duties as required by the People Directorate that are appropriate to the role and grade.
- Ensures that health & safety responsibilities are carried out in accordance with the Department's Health & Safety policy and procedures. In particular staff's individual risk assessments eg Driving at Work and Lone Working

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.

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Generic Role Details

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| Job Role: | Social Work Team Leader– Level 5 (4b Line Manager) |
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Main Tasks

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| <ul style="list-style-type: none">• Start With Strengths with customers and staff and embed our philosophy and approach.• To manage and supervise a team of staff which may include Social Workers, Social care practitioners, contract workers and administrative staff.• To be responsible for the management of incoming work including prioritisation and allocation, through caseload management of team members, reviews and closure of cases.• To identify the need for any appropriate service meeting, 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 performance of the service.• To build and maintain links with local voluntary and statutory agencies that promote the service and encourage good joint working relationships to enhance high quality service outcomes.• To be responsible for managing delegated budget allocations in accordance with service needs and the Council procedures for financial management and ensure cost effective service delivery.• 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.• Can be available to work within any of the Council's localities |
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Section C: 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: |
|---|--------------|
| <ul style="list-style-type: none">• Professional Social Work qualification and current registration as a Social Worker with Social Work England, or equivalent professional qualification and registration when explicitly deemed appropriate by the Council, and substantial post qualification experience | A, I |
| <ul style="list-style-type: none">• The ability to independently interpret and analyse varied and complex information or situations and to produce solutions | A, I |

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| <ul style="list-style-type: none"> 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 circumstances | A, I |
| <ul style="list-style-type: none"> The ability to work within policy and practice guidance, using managerial discretion over a broad area of activity | A, I |
| <ul style="list-style-type: none"> The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands | A, I |
| <ul style="list-style-type: none"> 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. | A, I |
| <ul style="list-style-type: none"> The ability and experience to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support, involving multi-agency delivery, for and in partnership with clients and carers | A, I |
| <ul style="list-style-type: none"> Experience of contributing to or leading policy development within the service area | A, I |
| <ul style="list-style-type: none"> Experience of supervising and managing a small team including undertaking formal appraisal | A, I |
| <ul style="list-style-type: none"> Experience of monitoring financial accounts including the ability to independently manage a budget | A, I |
| <ul style="list-style-type: none"> Experience of handling and processing manual or computerised information | A, I |
| <ul style="list-style-type: none"> Ability to work well with colleagues, including managers, as a member of a team | A, I |
| <ul style="list-style-type: none"> 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. | A |
| <ul style="list-style-type: none"> Ability to communicate fluently, in writing, through presentations and verbally, with a wide range of people, including senior managers | A,T |

| Desirable Criteria | Assessed By: |
|---|--------------|
| <ul style="list-style-type: none"> Certificate of Management Studies Qualification or equivalent | A |
| <ul style="list-style-type: none"> Use of mosaic | A |
| <ul style="list-style-type: none"> Practice Education Experience | A |
| <ul style="list-style-type: none"> | |
| <ul style="list-style-type: none"> | |
| <ul style="list-style-type: none"> | |

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Section D: 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 hazards 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 in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing the work health assessment.

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| <input checked="" type="checkbox"/> Regular client contact or care | <input type="checkbox"/> Exposure to noise levels (above 80dbA) |
| <input checked="" type="checkbox"/> Lone working | <input type="checkbox"/> Working with waste or refuse |
| <input type="checkbox"/> Night working | <input type="checkbox"/> Food Handling |
| <input type="checkbox"/> Work at heights | <input type="checkbox"/> Manual handling tasks |
| <input type="checkbox"/> Working in confined spaces | <input type="checkbox"/> Electric work |
| <input checked="" type="checkbox"/> User of Display Screen Equipment (DSE) | <input type="checkbox"/> Contact with Latex |
| <input type="checkbox"/> Repetitive tasks | <input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH) |
| <input type="checkbox"/> Continual telephone use (<i>call centre</i>) | <input type="checkbox"/> Working with vibrating tools / machinery |