

JOB DESCRIPTION

JOB TITLE:	Team Manager
DIRECTORATE:	Children's Services
GRADE:	PO7 (Plus 2 increments)
RESPONSIBLE TO:	Service Manager/Head of Service
RESPONSIBLE FOR:	A team of up to 5 members of staff

OBJECTIVES OF POST:

1. To provide management and support which ensures the Team delivers a high quality social work service to children and families, working in partnership with other statutory and third sector organisations.
2. To ensure excellent team management other staff are provided with excellent management, supervision, appraisal and personal development opportunities.
3. To contribute to the development of practice and policy initiatives across children's services.

MAIN DUTIES AND RESPONSIBILITIES:

1. To be responsible for the management of the Team and ensure that the service provided is of the highest professional standard and is responsive to legislative requirements as well as corporate and national priorities.
2. To be responsible for all the work held within the team and to ensure that it is prioritised and allocated promptly within the available resources.
3. To ensure the team's record keeping is maintained to a high standard and that managerial decisions are taken and recorded promptly within the appropriate frameworks
4. To chair a range of practice meetings, including strategy meeting, core group meetings, monitoring the performance of agreed tasks for all participants.
5. To provide regular, high quality, challenging and reflective supervision of staff within agreed timescales and according to the departmental policy.
6. To be responsible for evaluating staff performance, including conducting probationary assessments, performance appraisals, sickness absence procedures and any other relevant procedures.
7. To promote staff learning and development including practice learning within the team and post-qualifying training for registered social workers and managers.
8. To facilitate and direct as necessary partnership with parents, carers, other professionals and partner agencies to ensure the best outcomes for children and young people.

9. To develop a service consistent with models of partnership working with other agencies, children and their families and to enable children to stay safely at home wherever possible.
10. To work with managers in and across the Children and Young people's Service to ensure children receive a seamless and holistic response to their needs.
11. To authorise, monitor and review financial commitments ensuring they meet children's needs, are within costs limits, adhere to Best Value principles and to contribute to the identification of any resource shortages and efficiencies.
12. To implement the service Business Plan, ensuring that team members are clear about their individual and collective contribution towards achieving the objectives, targets and standards contained within it and to manage performance against these.
13. To participate in quality assurance processes, including audit and review in order to identify and promote best practice.
14. To undertake all work activities ensuring that the Council's policies (including Equalities) are adhered to and that the organisational values are upheld.
15. To ensure that the team undertakes its work in accordance with Health and Safety legislation and Council Policy.
16. To take the lead role for defined areas of service, to deputise for their line manager, to ensure that all decisions are taken at an appropriate level and senior managers informed of identified risk, as and when necessary.
17. To act as a representative of the service in internal and external forums.
18. To undertake any other duties that may be reasonably required and assigned by the service.

MAIN CONTACTS

1. Police and Health service partners
2. Practice Managers and Team Managers across the Children's Service
3. Professionals within Children and Families and across the Children and Young People's Service, including schools and other educational provision
4. Professionals across other Council departments – including OD & HR. and other Local Authorities
5. Voluntary and Third Sector Organisations.

Person Specification

JOB TITLE:	Team Manager
DIRECTORATE:	Children's Services
GRADE:	PO7 (Plus 2 increments)
RESPONSIBLE TO:	Service Manager/Head of Service
RESPONSIBLE FOR:	A team of up to 15 members of staff

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the short listing decision will be based on our assessment of you against these criteria.

The Person

They will be responsible for the day to day management of the work allocated to the team and the development of the team and its individual members in the context of the over-arching objectives of the service. They will conduct regular, reflective supervision with staff, be responsible for HR/people-related activity and act as part of the service management team.

Abilities/Experiences

- Significant experience of working within a similar role, including the areas of safeguarding and child protection
- Experience with care leavers and other vulnerable young people, including care leavers who are parents.
- Evidence of good quality practice, consistent with notions of authoritative practice
- Either experience of student/staff supervision and/or evidence of training and learning in supervisory skills and techniques

Qualifications

- Relevant Social Work qualification and HCPC registration
- Evidence of post-qualification continuing professional development

Desirable:

- A recognised management qualification or evidence of participation on an organisational leadership or management development programme

Knowledge & Experience/ Competency

- Ability to provide leadership to the team
- Ability to plan and manage own and others workload

- Ability to supervise staff, to assess professional competence and enable further professional development in others
- Ability to competently assess and manage risk appropriately
- Good knowledge of child development and significant experience of child protection work
- Good knowledge of all relevant legislation, especially that impacting on care leavers and vulnerable young people
- Good knowledge of thinking and research on children in care and care leavers
- Ability to influence and coach others and to raise the standards of other practitioners
- Ability to support the development of a culture of professional and multi-agency learning and development
- Ability to keep concise and accurate records of management decisions and supervision
- Experience of chairing and recording multi agency meetings.
- Relevant experience of contributing to service strategies, policies and procedures
- Good level of IT skills to include Word, Excel, Internet explorer, e-mail and a thorough understanding of the social work workflow
- Ability to take responsibility for planning and managing own time and the work load of the team, balancing competing demands and meeting objectives and deadlines.
- Ability to implement HR and other council procedures.
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies and anti-discriminatory practice.
- Communicates complex issues confidently and clearly both verbally and in writing, with an acknowledgement of the intended audience.
- Works collaboratively with other service and external partners to deliver successful outcomes – developing constructive relationships inside and outside of Haringey
- Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements as relevant to the post

Personal qualities/ attributes

- Well organised and able to deliver to deadlines
- Ability to motivate self and others
- Appropriate and effective interpersonal skills
- Ability to work independently whilst retaining a strong team focus

This position requires the post holder to undergo an enhanced DBS (Disclosing and Barring Service) check.