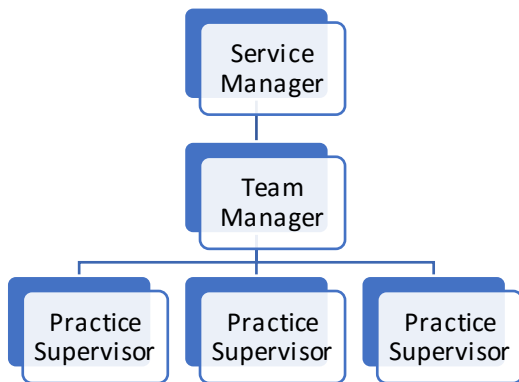


## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> 02507 <b>Enhanced DBS Required:</b> Yes
<b>Service Area:</b> Children's Services	<b>Grade:</b> 13 (click <a href="#">here</a> for value)
<b>Job Title:</b> <b>Team Manager</b>  For use across the following teams: Family Assessment and Support Team, Adoption, Fostering, Children with Disabilities, Looked After Children, Customer Service Centre & Emergency Duty Team.	
<b>Reports to:</b> Service Manager	
<b>PURPOSE OF JOB:</b> Team Managers are qualified social workers whose primary function is to supervise the practice and decision-making of Approved Child and Family Practitioners, this includes to lead and manage a social work team, being accountable for the direction, delivery and performance of the team. This requires experience of working with a high level of social complexity and risk of harm, and requires substantial experience of working within the statutory system to promote and govern excellent practice.	
<b>TEAM STRUCTURE:</b>   <pre> graph TD     SM[Service Manager] --&gt; TM[Team Manager]     TM --&gt; PS1[Practice Supervisor]     TM --&gt; PS2[Practice Supervisor]     TM --&gt; PS3[Practice Supervisor]           </pre>	
<b>MAIN DUTIES:</b>	
1)	Deputise for Service Manager as required ensuring potential efficiencies are maximised and the service is delivered to ensure good value for public money. Contribute to the development of, and gain support for, the Council and Director Area's shared values, vision, policies, objectives and strategies.
2)	The post holder will directly manage 3-5 Practice Supervisors for whom they will have supervisory, appraisal and day-to-day management and wider team of qualified social workers who are supervised by the team of Practice Supervisors. There may also be other Children's Services practitioners who support the social work practice.
3)	Shape and influence an environment which enables excellent practice by setting high standards and motivating others to do the same. Provide a safe, calm and well-ordered environment for all staff, ensuring that processes are fit for purpose and efficient.

4)	Contribute to and communicate the strategic vision for Children's Services which inspires, motivates and encapsulates the organisation commitment to supporting families, protecting children and providing safe and stable childhoods for children in public care. Champion this vision and drive this with all staff so that it is applied to everyday practice. Continuously evaluate how best to keep the vision a reality and the team engaged with it.
5)	Conduct annual appraisal of staff whom the post holder has responsibility for and ensure it is undertaken in accordance with Directorate policies. Strike a balance between employing a managerial, task-focussed approach and an enabling, reflective leadership style to achieve efficient, day-to-day functioning.
6)	Be accountable for the development and application of practice and policy. Facilitate constant reflective thinking about the welfare of families, the safety of children and the wellbeing of staff. Share practice, knowledge and expertise underpinned by theory and the best evidence.
7)	Reflect upon the confidence of practitioners and adapt management and leadership style according to the needs of individuals and the organisation. Protect practitioners from unnecessary bureaucratic or hierarchical pressures and have in place strategies to help manage the root causes of stress and anxiety. Continually energise and reaffirm commitment to support families and protect children.
8)	Exercise budgetary responsibilities as delegated by Service Manager, including assessing care packages from a financial perspective and ensuring there is no overspend. Produce projections to meet key financial timescales and minimise the use of agency staff and associated spend.
9)	Work to range of legal options to support investigation and protection and apply permanence options. Exercise statutory powers where social work assessment shows that families require help and support and children are at risk of significant harm, ensuring that actions are proportionate to risk. Support practitioners to always communicate clearly, honestly and respectfully the purpose and content of the social work plan.
10)	Recognise and commend hard work and excellent practice, build the confidence and competence of Practice Supervisors and the wider social work team to create a culture of challenge and support.
11)	Ensure practitioners adopt and approach to practice which is proportionate to identified risk and need. Use supervision processes to challenge the balance of authoritative intervention and collaborative engagement to determine how current practice is achieving the best long-term outcomes for children and families.
12)	Oversee the allocation of workload for all team members ensuring an effective strategy is employed for throughput of work. Understand and apply the audit process alongside performance data to enable the frequent review of the quality of practice, which includes continued involvement with children and their families, timely intervention and exit ensuring draft in casework is minimised and appropriate longer term support is in place where required. Ensure that no child or family is left unnoticed in the system. Maintain Mosaic and other electronic systems to ensure the child's journey and intervention is recorded in a clear, child-focussed way and compliance with reporting is maintained at all times.
13)	Establish available capacity so that work is allocated appropriately across the staff group and ensure best use is made of resource, ability, interests and ambitions.
14)	Good understanding of working in a complex organisation such as a Local Authority, Trust or other delivery model for Children's Services. Act in ways that protect the reputation of Lincolnshire County Council and the wider Social Work profession whilst always privileging the best interests of children. Contribute to the organisation's role as corporate parent to children in public care.
15)	Produce and utilise data to understand current demand, historical patterns and likely future trends. Write reports as required and if needed present them at SMT, DMT or similar forums.
16)	Be proud and an advocate for the social work profession and be a positive role model for the team.
17)	To devise and deliver practice workshops regularly in team meetings and to other Children's Services staff as required. This could also include group supervision and

	mapping complex cases with less experienced staff.
18)	Support, coach and mentor other members of the team and be a champion in Signs of Safety, including to social work students on practice placements in the team, support with onboarding and induction and offer mentoring, work-shadowing/work experience opportunities.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Recognised qualification in Social Work (Degree, PGDip or MA/MSc)	A	X	
Registered with the HCPC and ensure that registration is maintained and renewed appropriately	A	X	
Evidence of significant post qualifying study	A, I	X	
Evidence of Leadership and Management qualifications (for example, Firstline, LCC corporate management courses, post grad certificate, ILM5-7)	A, I	X	
Professional curiosity	A, T, I		X
Collaborative, able to work in partnership	A, T, I, P	X	
Driving Licence	A	X	
Relationship building skills, socially confident and adaptable	T, I, P	X	
Emotionally resilient	T, I, P	X	
Strong writing and reporting plus evaluative skills to and advanced level	A, T, I, P	X	
Outcome focused with evidence of strong delivery in a social work context	T, I, P	X	
Evidence of the individual seeking out continual development opportunities, to include leadership, supervision, mentoring, coaching or similar.	A, I		X
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	I, P	X	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:	
<b>Job Title</b>	Team Manager
<b>Identifier</b>	02507
<b>Director Area</b>	Children's Services
<b>Service Area</b>	Locality
<b>Section</b>	
<b>Date</b>	10/04/2018
<b>Score</b>	674
<b>Grade</b>	Grade 13
<b>Description</b>	

Factor Levels:	
<b>Supervision/Management Of People</b>	5.3
<b>Dispersal Awarded</b>	Yes
<b>Creativity &amp; Innovation</b>	5
<b>Contacts &amp; Relationships</b>	6
<b>Decisions - Discretion</b>	4
<b>Decisions - Consequences</b>	3
<b>Resources</b>	1
<b>Work Demands</b>	3
<b>Physical Demands</b>	1
<b>Working Conditions</b>	1
<b>Work Context</b>	2
<b>Knowledge &amp; Skill</b>	7