

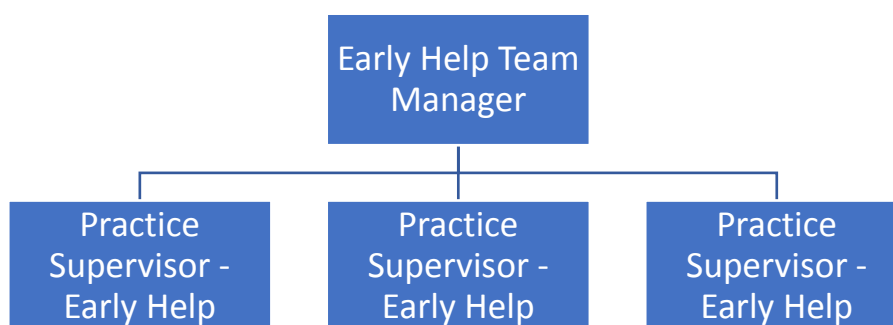
## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> 01615
<b>Service Area:</b> Locality	<b>Grade:</b> 11 (click <a href="#">here</a> for value)
<b>Job Title:</b> Practice Supervisor – Early Help	

### PURPOSE OF JOB:

- To assist the Team Manager in the efficient and effective delivery of the service.
- Provide supervision to a team of Senior Early Help Support Workers who line manage case work within the team, and to be responsible for the standards of Children's Services practice and the delivery of the directorate's statutory duties and responsibilities within the vision of the service and working with 0-18 year old children and young people. This will include having overall responsibility for direct work with children and young people as well as the delivery of parenting interventions to improve outcomes for families across a range of needs including those set out in the DCLG Troubled Families Programme and Lincolnshire's Families Outcome Plan.
- Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with providing an integrated approach to performance management, quality standards and service delivery.
- Embedding new ways of thinking and working.
- Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate.
- To provide day to day leadership, advice and guidance to the provider team(s) and/or work within own area of responsibility.
- Continuously look for synergies and efficiency savings across area of responsibility.

### TEAM STRUCTURE:



### MAIN DUTIES:

1	Deputise for Team Manager as required and support the Team Manager in service planning activities, reviewing the service to ensure value for public money and potential efficiencies maximised.
2	Provide supervision to a team of Children's Services practitioners undertaking a range of duties to ensure service user need is met.
3	Conduct annual appraisal of staff for who the post-holder has responsibility, and ensure it is undertaken in accordance with Directorates policies.

4	Be accountable to the development and application of practice and policy.
5	Responsible to oversee the performance of all identified staff and ensure their compliance with performance targets, effective use of own time and cooperative working with stake-holding partners. Quality intervention and excellent standards must be developed through quality assurance audits etc.
6	Contribute to the development and delivery of commissioning services, including service specification of services required to meet service users' needs for the purpose of commissioning services through contact with service providers.
7	Exercise budgetary responsibilities as delegated by Team Manager for each service delivered through the targeted team and ensure they are used in accordance with financial regulations.
8	To effectively manage and supervise workflow to ensure the allocation of new work and the effective assessment and delivery of services according to individual needs.
9	The requirement to work evenings and weekends as required and as part of a rota.
10	To ensure staff for whom the post-holder has a responsibility are fully deployed and utilised effectively and efficiently within a large geographical area.
11	To take responsibility for the management of buildings and maintain effective contacts with building services and Health and Safety officer to ensure effective management of a range of delivery and administrative centres e.g. Family Centres etc.
12	Manage a wider range of commissioned service with the Children Centre core offer and other commissioned services, including commissioned family support service to ensure services are relevant for the needs of the service users within the locality.
13	Manage the TAC activity within the locality, develop and maintain multi agency working, internal and external partnership with key stakeholders in order to provide early help and intervention.
14	Allocate work in accordance with Directorate priorities and the service specification for each service delivered by the Targeted Team ensuring effective use of resources.
15	To ensure all service user needs are effectively assessed and services delivered according to that assessed need through Team Around the Child, Child in Need, Child Protection and Children Looked After plans. This will include deputising for the Team Manager responsible for Safeguarding services in the locality where needed.
16	To ensure Lincolnshire practices and procedures in relation to services for children are followed in all cases.
17	<ul style="list-style-type: none"> <li>• Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams.</li> <li>• Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.</li> <li>• Ensure effective performance management to deliver outcomes in line with service delivery contracts.</li> <li>• Provide expert advice and guidance as appropriate for own area of expertise.</li> <li>• Deliver a personal portfolio of projects and/or specific work</li> <li>• Demonstration of the Council's Core Abilities (at the relevant level): <ul style="list-style-type: none"> <li>o Personal Leadership</li> <li>o Being Future Focused</li> <li>o Political and Commercial Astuteness</li> <li>o Supporting a High Performing and Flexible Workforce</li> <li>o Drive for Results</li> </ul> </li> </ul>
18	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.
19	Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting.
20	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.
21	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
22	Operate frameworks for Quality Assurance, using agreed appropriate performance

	standards and review processes with commissioners, and monitor delivery against commissioned requirements.
23	Ensure Council resources are optimised and utilised effectively and efficiently.
24	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
25	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
26	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
27	As an employee, create a positive image of the County Council.
28	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
29	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
30	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.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A Children's Services qualification at degree of PG level (Dip SW , Health, Education etc.) or equivalent in a related discipline.	A	Y	
Extensive (e.g. 4 years) post qualification experience in a relevant Children's Services environment with a detailed knowledge of the legislative framework that governs Children's Services.	A/I	Y	
Demonstrate a high level of knowledge and skills in a Children's Services area (0-18) or acute service and communication.	A/I	Y	
Maintaining own professional development and keep abreast of research and practice.	A/I	Y	
Ability to deal with the most vulnerable.	A/I	Y	
To be able to demonstrate management skills in directing a large diverse group across a geographical area to ensure service user needs are met effectively and efficiently.	A/I	Y	
To demonstrate manage budgets with tight constraints.	A/I	Y	
Demonstrably high level of organisational skills and the ability to prioritise high demand.	A/I	Y	
Developed IT skills to enable operation of standard electronic systems and the ability to increase	A/I	Y	

these skills.			
A clear understanding and ability to ensure the delivery of all services within an equal opportunities framework.	A/I	Y	

\*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:	
Job Title	Practice Supervisor- Early Help
Identifier	01615
Director Area	Children's Services
Service Area	Locality
Section	Early Help Teams
Date	01/06/2015
Score	618
Grade	Grade 11
Description	

Factor Levels:	
Supervision/Management Of People	4.3
Dispersal Awarded	Yes
Creativity & Innovation	5
Contacts & Relationships	5
Decisions - Discretion	3
Decisions - Consequences	3
Resources	2
Work Demands	3
Physical Demands	2
Working Conditions	1
Work Context	2
Knowledge & Skill	6