

# **TEAM MANAGER**

## **Department Children's Social Care**

### **Job Description**

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#### Details

To be accountable for the efficient and effective management of the team

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To ensure that the team operates in accordance with the relevant legislation, good practice, policy and procedures and within an encompassing equalities/diversity framework

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To manage the allocation of cases; to monitor and review work progress and standards to ensure that the Borough's obligations are properly met in terms of service delivery, service accountability and performance standards.

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To provide management support, supervision and professional guidance to team members, including the promotion of performance management.

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To contribute to service development and improvement.

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Team Managers may be required to transfer between teams in order to meet service development needs.

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To advise the Borough of all relevant issues pertaining to the delivery of social care.

### **Main Duties & Responsibilities**

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#### Details

To be accountable for the management of all cases and referrals to the Children Social Care Service.

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To allocate cases/referrals. To monitor and review the work of the team including regular audits, in accordance with performance/quality standards/Borough procedures.

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To be responsible for the management of delegated budgets and to ensure that resources are used in the most cost efficient and effective way.

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To induct new staff in accordance with the Borough policies, procedures and standards.

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To identify staff development and training needs to ensure that the workforce is competent to undertake the tasks identified.

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To assist in the provision of in house training, and to provide training facilities for Social Work students and students of other disciplines within the training policy of the Borough.

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To ensure that staff performance, achievement and development reviews are undertaken in accordance with Borough requirements.

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To ensure that cases/referrals are progressed in accordance with national minimum standards.

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## **Supervisory/Managerial Responsibilities**

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### Details

To provide regular professional guidance, supervision and support to team members in accordance with policy and procedures.

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To convene and chair various forums and meetings as required by Senior Management.

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To manage performance issues, including competency; disciplinary; attendance matters in accordance with policies and procedures.

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To participate in the recruitment and selection of staff in accordance with Borough policies, procedures and standards.

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To ensure that management information that is required by the Borough is collected, collated available, accurate and up to date, to ensure that management systems are properly maintained as required.

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## **Communication/Contacts**

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### Details

Children's Social Care Senior Management Team, Service Director and Service Managers

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Children's Social Care whole staff group

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Community Learning & Commissioning

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Children & Young People's Services

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Partners in health, police, schools etc

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Neighbouring local authorities in South West region

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This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Service Director/Headteacher. NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Service Director or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

## **TEAM MANAGER - Person Specification**

### **Qualifications/Training**

Professional Social Work Qualification	Essential
Management qualification or commitment to undertake management training	Essential

### **Achievements & Experience**

Proven post qualifying in child care field work, and family placement services, including experience at Senior Practitioner level.	Essential
Experience of supervising staff at all levels	Essential
Participation in Recruitment and Selection of all staff	Desirable

### **Knowledge**

Child Protection work	Essential
Relevant legislation/guidance	Essential
Care Management principles	Essential
Performance management	Essential
Quality assurance systems	Essential
Evidence based practice	Essential
Diversity issues	Essential

### **Skills**

Positive leadership skills	Essential
Good analytical/assessment skills	Essential
Supervisory skills	Essential
Outcome focused planning and review	Essential
Verbal and written communication skills	Essential
Performance management skills	Essential
Good interpersonal skills	Essential
Ability to manage a budget	Essential

Staff development

Essential

## **Qualities & Attitude**

Ability to motivate staff, promote best practice and performance management Essential

Ability to work under pressure and meet tight deadlines Essential

Ability to work as part of a team Essential