

## Role Profile

<b>Job Title:</b>	<b>R112 - Social Work Team Manager</b>
<b>Location:</b>	<b>Colindale</b>
<b>Department:</b>	<b>Adoption / Permanence</b>
<b>Directorate:</b>	<b>Family Services</b>
<b>Grade:</b>	<b>L</b>
<b>Reports to:</b>	<b>Assistant Head of Service</b>

### 1. Job Purpose:

To take day to day operational and financial responsibility for designated elements of the service, providing leadership and management and support to staff and ensuring that children's needs are assessed in a holistic and timely manner and that appropriate services are provided to meet their needs.

### 2. Key accountabilities/duties/responsibilities:

- To be responsible to a Head of Service for the effective management of the team, and the provision of a professional, child centred service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.
- To ensure that services are delivered in partnership with all key stakeholders so that children's assessed needs are met on a planned, holistic basis within a family setting whenever this is consistent with their best interests.
- To deal with complex issues creatively and effectively in order to develop a responsive and effective service for users, delivered within designated budgets.
- To develop specialist knowledge in the field for which the post carries management responsibility, acting as a resource to both peers and more senior colleagues.
- To work with the Heads of Service and Assistant Director Social Care in meeting all operational and strategic developmental demands on the service contributing to the management of the service as whole.

## Key Accountabilities

- To be responsible for receiving, assessing, allocating, reviewing, and closing cases. To keep abreast of developments in all the cases covered by the team.
- To assess the level of risk and/or service to be offered to users, ensuring that the highest priority work is allocated and that the safety and wellbeing of the child is secured. This includes making decisions about the immediate safety of children at risk of significant harm.
- To provide professional supervision to members of the team.
- To think creatively and imaginatively in order to solve complex professional problems concerning individual children, their families and other carers.
- To develop and maintain effective working relationships with relevant statutory and independent sector agencies e.g., teachers, doctors, psychiatrists, health visitors, police officers, requiring the capacity to advise and influence as appropriate.
- To chair or participate in reviews and meetings attended by users as well as by colleagues and representatives of other agencies, as above. Also, to represent the Family Service and the wider Children's Service at meetings both within and outside the Council.
- To provide information, including written reports, to ensure effective service delivery and to influence strategy development.
- To take lead responsibility for the development and ongoing implementation of children's plans within the relevant service area.
- To secure services for children, their families and across the Service as needed, and in accordance with the relevant schedules of delegated authority.
- To co-ordinate and manage care proceedings as required, ensuring that reports and statements are produced to a high standard and within the agreed deadlines, instructing Counsel and Council solicitors as appropriate and representing the council in court.
- To investigate and prepare replies to Freedom of Information requests and Members' enquiries, and to deal with complaints according to corporate procedures.
- To provide a responsive service to emergency situations ensuring the safety and wellbeing of the child. This may involve working outside core hours and being available for discussion, advice and decision making.
- To secure good outcomes for children and the most efficient use of the council's resources.
- To maximise the participation of children, their families and other carers in service and care planning.
- To promote the role of the council as corporate parent
- To promote equality of opportunity for users in accessing the services provided.

- To deputise for the Head of Service and to cover for peers by representing Social Care both within and outside the council, taking the lead in relation to specific project and service developments.

## **Finance**

- To plan, control and monitor all income and expenditure within the terms of the budget holding responsibilities of this post and promote a culture of value for money.
- To manage delegated budgets on a strictly cash limited basis, identifying and reporting emergent budget pressures.
- To ensure that the authorisation, monitoring and control of expenditure is within the Council's regulations and delegated authority.
- To monitor and review services and goods purchased in order to ensure that they meet the appropriate standards, are value for money and adhere to financial regulation.
- To ensure all financial transactions are fully recorded and accounted for.

## **Information**

- To use systems and performance information to improve service delivery, including gathering and analysing statistical information in order to facilitate effective managerial decision making.
- To ensure that staff use the appropriate recording systems and keep all records accurate and up to date, taking appropriate steps to maintain a satisfactory level of security and confidentiality.
- To keep abreast of new legislation, guidance and regulations relating to the service area, acting as a specialist for the department as required.
- To make full and proper use of IT systems in order to carry out the management functions of the post effectively.

## **General**

- To take part in working groups to deal with specific issues or tasks as requested.
- To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.
- To co-ordinate and manage team and service area meetings.
- To assist the Head of Service to discharge the overall management functions of the Service Area, and to participate effectively as a member of the service area management team.

- To assist the Head of Service to develop and implement the Family Service Business plan, Team Plan, and any other Action Plans as necessary.

### **3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

**C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

### **4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **5. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

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<b>Grade:</b>	<b>L</b>

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Minimum of 3 years post qualification children and families work	Essential	Application
Literacy and numeracy to the required level	Essential	Application
DipSW/CQSW equivalent	Essential	Application
Children Act/Child Protection Training	Essential	Application
Basic training in management competencies	Essential	Application
Post qualifying supervision of SW's or students.	Essential	Application
<b>Experience &amp; Knowledge</b>		
2 years Statutory work, including child protection	Essential	Application
Childcare legislation and relevant guidance, regulations, and standards of best practice	Essential	Application/Interview
Family Court procedures	Essential	Application/Interview
DOH Guidance, Working Together to Safeguard Children and the Assessment Framework	Essential	Application/Interview
Awareness of Issues arising from child abuse inquiries	Essential	Interview
Responsibilities of SSD in relation to children and families	Essential	Application/Interview
Health and Safety Policies and Procedures	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Ability to plan, manage and review service delivery	Essential	Interview
Ability to recruit, manage and develop a staff team.	Essential	Interview

Ability to chair meetings involving service users and other professionals	Essential	Interview
Ability to manage change and stress in self and others	Essential	Interview
Good written and verbal reasoning skills and the ability to produce reports to the required standard, to develop, monitor and maintain appropriate recording systems and to develop such skills in others.	Essential	Application/Interview
Ability to work in partnership with children and young people and their families and with other professionals	Essential	Application/Interview
Ability to analyse data	Essential	Interview
Good organisational skills	Essential	Application/Interview
Able to make decisions and delegate tasks appropriately	Essential	Interview
Ability to manage a budget	Essential	Application/Interview
Ability to establish and maintain appropriate professional boundaries with colleagues and service users and to ensure that workers in the team do the same	Essential	Interview
Special Job Requirements: <ul style="list-style-type: none"> <li>• Driving license</li> <li>• Ability to travel.</li> <li>• Evening meetings as and when</li> </ul>	Desirable	Application/Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
<b>Learning to Improve</b>		

Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview