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| <b>Post No. :</b>   | AP626   |
| <b>Post Title:</b>  | Team Manager- Children’s Social Care and Early Help |
| <b>Directorate:</b> | Children’s Services                                 |
| <b>Division:</b>    |   |
| <b>Section:</b>     |   |
| <b>Reports To:</b>  | Relevant Service Manager                            |
| <b>Location:</b>    | Various   |
| <b>DBS Status:</b>  | Enhanced check with a Children’s Barred List check  |
| <b>Grade:</b>       | H4  |

| Role Purpose   |
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| <ul style="list-style-type: none"> <li>• To manage the day to day practice and delivery of services within a defined Children’s Services team by leading, directing and supporting a team of staff, as directed by the Service Manager</li> <li>• To ensure that high quality. Effective services are delivered to children and families, resulting in improved outcomes and which are cost effective.</li> <li>• To lead on and oversee the maintenance of high quality practice and standards to drive continuous improvement within your team.</li> <li>• To support and contribute to relevant aspects of divisional, directorate and corporate initiatives and issues within the council.</li> </ul> <p><b>The role purpose and main duties and responsibilities of this role have been mapped to and are aligned with the Knowledge and Skills Statements for social work.</b></p> |

| Main Duties and Responsibilities   |
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| <ul style="list-style-type: none"> <li>• To monitor and take responsibility for the effectiveness of Social Care/ Early Help services for children and their family and/ or specialist services within your team. Allocate and monitor work.</li> <li>• To recognise that the role forms part of a broader service provision, whereby the post holder will, on occasion be expected to manage or support other teams or staff.</li> <li>• To ensure that staff fully understand the practice expectations of them. This will necessitate setting clear standards and giving appropriate direction, referring to policy and procedure, legislation, national minimum standards, inspection frameworks and practice guidance relevant to the team/ service.</li> <li>• To ensure that the supervision of staff (including staff from partner agencies) is prioritised as central to effective and safe delivery. Supervision must be regular, undisturbed, reflective in nature and appropriately recorded, distributed and filed in electronic forms in a timely manner. In the fostering service, supervising social workers will undertake supervision of foster carers.</li> <li>• To be alert to changes in activity or need within the team, and to develop new initiatives as directed by the service manager.</li> <li>• To manage budgetary expectations, keeping a clear view of value for money</li> <li>• To be acutely aware of local and national indicators relevant to the service, and ensure that staff have a firm understanding of their context and importance in optimising outcomes. To monitor individuals and team performance against these indicators, and to take reparative actions as necessary</li> <li>• To have quality assurance systems in place, whereby practice is monitored and performance issues addressed.</li> <li>• To use data and performance information to drive practice.</li> <li>• To mentor and support staff development to enable the Council to fulfil its requirements in relation to registration with the HCPC and other relevant professional bodies including practice standards, conduct and professional development.</li> <li>• To recognise the importance of inspections and to ensure that teams are fully briefed and prepared. It is essential that teams understand the context and importance of the inspection process and function, and maintain high standards at all times.</li> <li>• To contribute to the selection of personnel and ensure systems of vacancy control, application, selection and appointment are followed in line with legal procedural requirements and service needs.</li> </ul> |

- To actively promote partnerships and integrative practice with agencies and organisations to enhance the lives of people living within Blackpool, or the responsibility of Blackpool.
- To promote the assessment and accreditation of the KSS in accordance with DofE
- To co-ordinate, support and retain an oversight of all social work student placements.
- Council’s Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post holder not to act in an oppressive or discriminatory manner towards employees or service users. The post holder should respond to such practice or behaviour by challenging or reporting it
- Where relevant- to meet the requirement of the Knowledge and Skills statement to operate at an advanced level.

| Qualifications  | Please mark which are Essential or Desirable ▶ | E/D |
|---|--|-----|
| • Degree or equivalent  |  | E   |
| • A relevant professional qualification ( e.g. social work qualification) |  | E   |
| • Management qualification or willingness to undertake and complete       |  | E   |
| • Evidence of continuing professional development                         |  | E   |
| • Registered with the appropriate professional body                       |  | E   |

| Knowledge, Skills and Experience   | Please mark which are Essential or Desirable ▶ | E/D |
|--|--|-----|
| • Significant knowledge of child care legislation, national guidance/ national minimum standards and best practice research/ evidence relating to the relevant team/ service area and which improve outcomes for vulnerable children and their families. |  | E   |
| • Significant knowledge of wider children and young people’s services including non- local authority provision   |  | E   |
| • Understanding of staff management and support arrangements including supervisory requirements and requirements to manage poor performance where necessary  |  | E   |
| • Meet the knowledge and skills statement for practice supervisor (for social work roles)  |  | E   |
| • Substantial proven post qualification experience within a relevant area of child and family services.  |  | E   |
| • Involvement in the management and supervision of staff and students  |  | E   |
| • Substantial experience of organising, attending and influencing multi- agency meetings.  |  | E   |
| • Significant experience of complex safeguarding, care planning, statutory reviews and relevant panels.  |  | E   |
| • Proven experience of multi-agency work and integrative practice within Children’s Services.  |  | E   |
| • Evidence of implementation of quality assurance processes and the monitoring of practice, NMS, policies/ procedures/ legislation and providing management oversight of casework.   |  | E   |
| • Substantial experience of the ‘whole family’ approach  |  | E   |
| • Substantial experience of overseeing and managing budgets  |  | E   |
| • Effective communication skills with children, young people and their families and other relevant people including ensuring case records and reports are completed to a high standard and within required timescales                                    |  | E   |
| • Able to provide examples of excellent written and oral skills  |  | E   |
| • Proven ability to supervise, lead, direct and motivate a team.   |  | E   |
| • Ability to assess risk, analyse, create, implement and review plans to both address risk and promote positive outcomes for children and their families.  |  | E   |
| • Substantial knowledge of theory and practice, care assessment, NMS, legislation and statutory frameworks relevant to children’s services.  |  | E   |
| • Ability to manage change and work as a team member and on own initiative   |  | E   |
| • Ability to work co-operatively with colleagues from within and across services, as well as in other departments.   |  | E   |
| • Able to ensure all services provided to children, their families and other carers is delivered taking into account individual difference, e.g. regarding gender, sexuality, ethnicity etc  |  | E   |
| • Proven ability to lead and develop projects  |  | E   |
| • Ability to implement service plans   |  | E   |

**Initiative and Independence**

- Proven ability to work on own initiative under the direction of the service manger
- Organise own workload
- Respond to unanticipated problems

**Relationships/Nature of contacts**

- Eligible children and their families/ carers
- Staff within teams
- Specialist and partnership staff working within children’s services
- Staff within children’s services at all levels including conference chairs, independent reviewing officers, other team managers, service managers as appropriate
- Managers and staff in other services within the directorate, particularly those in Education, Early Years and SEND.
- Managers and staff in other council directorates, particularly legal services and housing services
- Managers and staff in health trusts, particularly those with named responsibility for overseeing community health services and specialist services for vulnerable children and families
- Managers and staff within criminal justice agencies including the Police Service, National Probation Service and Community Rehabilitation Company.
- Managers and staff in voluntary sector services
- The Director of Children’s Services and Heads of Service
- Other senior officers within the council
- Members of the Blackpool Safeguarding Children Board, Blackpool Improvement board, their sub groups and other working parties.
- Other local authorities and other agencies that have an interest in vulnerable children and their families.

**Responsibility for Resources (Financial, Physical, Capital, Information)**

**Financial Resources**

H4 Team managers have a staffing budget of between £274, 860 and £510,741 depending on team.

LAC Budget for the service

External residential £3,572,169

External Fostering £7,139,316

Remand £21,672

Internal Fostering placements £3,513,953

Leaving Care £1,183,910

Adoption £877,625

LAC financial assistance accommodation £338,282

Internal residential £614,767

**£17,261,694**

Non LAC budget for the service

Special Guardianship £1,411,311

Child Arrangement Orders £215,359

Adoption allowances £454,927

Leaving Care £ 464,716

Sct 17 supported accommodation £101,130

**£2,647,443**

**Physical Resources**

Managing equipment, managing business managing personal sat and ensuring data up to date

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| <b>Responsibility for People</b> (including supervision/training of staff or clients)   |
| <ul style="list-style-type: none"> <li>Management of team responsible for delivering services including supervision of staff and development of individual staff training plans</li> <li>Ensure day to day delivery of service including assessment and appropriate management of risk</li> </ul> |

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| <b>Mental and Emotional Demands</b>  |
| <b>Mental Demands</b><br>Medium periods of concentration mental attention required when carrying out tasks |
| <b>Emotional Demands</b><br>Working with vulnerable families   |

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| <b>Planning Requirements</b>  |
| <ul style="list-style-type: none"> <li>Participate and contribute to the council’s priorities 1and 2</li> <li>Develop action plans to drive performance</li> <li>Develop plans with staff to achieve positive outcomes with a focus on permanence for the child/ren</li> <li>Workload allocation, service/ policy development, service user and staff management</li> <li>Problem solving</li> <li>Contribute to sufficiency planning as appropriate</li> </ul> |

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| <b>Key Facts and Figures</b> |
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|--|------|---|------|--|-----|
| <b>Working Conditions</b> (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) |      |   |      |  |     |
| <b>Manager Assessment of Working Conditions</b> (percentage of time involved)  |      |   |      |  |     |
| Manual Handling – Heavy Loads (over 25KG)  | 0%   | Manual Handling – Light to Moderate (under 25KG)      | 0%   | Vibrating plant/ tools/ equipment              | 0%  |
| Noise  | 0%   | Repetitive work activity/ operations                  | 0%   | Prolonged standing/ walking                    | 0%  |
| Prolonged sitting in a constrained position  | 0%   | Confined spaces                                       | 0%   | Extremes of temperature (e.g. very hot / cold) | 0%  |
| Adverse weather conditions (e.g. frost, rain, etc.)  | 0%   | Working at Height                                     | 0%   | Driving HGV/ LGV/ PCV/ Minibus                 | 0%  |
| Fumes, dusts, gases, etc.  | 0%   | Solvents, oils, paints, de-greasers, etc.             | 0%   | Pesticides, herbicides, insecticides           | 0%  |
| Detergent or other cleaning chemicals  | 0%   | Biological hazards (e.g. vomit, urine, blood, sharps) | 0%   | Display screen equipment                       | 75% |
| <b>The job involves working with</b> (percentage of time involved)   |      |   |      |  |     |
| Plant and/or machinery   | 0%   | Vehicles (including driving)                          | 0%   | Electricity                                    | 0%  |
| Welding  | 0%   | Food Handling   | 0%   | Animals  | 0%  |
| Working alone  | 0%   | Working with vulnerable people                        | 60%  | Working with people with special needs         | 0%  |
| Working with members of the public   | 60%  | <b>Other</b> (please state):                          |      |  |     |
| <b>Frequency of Risks that may apply whilst working in a people related environment</b>  |      |   |      |  |     |
| Risk of Abuse  | High | Risk of Aggression                                    | High | Risk of Injury                                 | Low |

## **Vision and Values**

Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2015 to 2020.

Blackpool might not be the biggest and the brightest but it isn't without its challenges. We've have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.

We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach, and of course the true one-off that is the Blackpool Illuminations.

Our vision for Blackpool is that it will be:

"The UK's number one family resort with a thriving economy that supports a happy and healthy community who are proud of this unique town"

### **Our Priorities**

We have two priorities:

- Priority one - The economy: Maximising growth and opportunity across Blackpool
- Priority two - Communities: Creating stronger communities and increasing resilience

### **Our Values**

- We are **accountable** for delivering on the promises we make and take responsibility for our actions and the outcomes achieved
- We are committed to being **fair** to people and treat everybody we meet with dignity and respect
- We take pride in delivering **quality** services that are community focussed and are based on listening carefully to what people need
- We act with integrity and we are **trustworthy** in all our dealings with people and we are open about the decisions we make and the services we offer
- We are **compassionate**, caring, hard-working and committed to delivering the best services that we can with a positive and collaborative attitude

### **Equal Opportunities:**

We do our utmost to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities.