

/Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Team Manager (Safeguarding)		<b>Director/Service/Sector:</b> Children's Services / Children's Social Care / Safeguarding	<b>Office Use</b>  JE ref: Z178 HRMS ref:
<b>Band:</b> 11		<b>Workplace:</b> Locality Team Office / Agile	
<b>Responsible to:</b> Senior Manager - Specialist Services		<b>Date:</b> April 2018	
<b>Job Purpose:</b> To lead and manage a social work locality team. To work collaboratively with service users and their families to assess their needs and plan and deliver services in accordance with statutory duties within the legislation and regulation framework. To provide service strategic planning, supervision, consultation and other management tasks to comply with statutory responsibilities in line with NCC policy and procedures and, ensuring that the duties necessary to comply with statutory and NCC Children's Safeguarding procedures and policies are carried out.			
<b>Resources</b>	Staff	Lead a safeguarding locality team. Line management of Deputy Team Managers and any other staff as directed by senior management.	
	Finance	Shared accountability for operational budget and to adopt day to day budget monitoring responsibility for the specific service budgets. Strategically managing the finances to identify cross-cutting growth opportunities and efficiencies.	
	Physical	Day to day updating and maintenance of complex, sensitive and confidential data, including electronic client data systems.	
	Clients	Contact with children, or adults and their families including within their own homes. There will be contact with a range of agencies and partners.	
<b>Duties and key result areas:</b> <ol style="list-style-type: none"><li>1. To ensure that adequate safeguarding arrangements are in place to promote the welfare, health and development of children and young people.</li><li>2. Responsible for the management oversight and quality assure of complex assessments and other key documents including court statements.</li><li>3. To take responsibility for developing strategies, skills, expertise and knowledge for a wide range of practice issues and to provide consultation, coaching and mentoring within the team and across the service as a whole.This will include taking responsibility to maintain and develop professional links and leads with multi agency professionals.</li><li>4. To oversee the operation of the social work team, making decisions and providing advice and guidance to social workers and advanced practitioners with regard to children in need, children subject to child protection processes and Looked After children. Chairing strategy meetings and signs of safety planning meetings, where there are child protection and child welfare concerns. Allocating work to specified social work staff in accordance with guidance and supporting them to ensure the delivery of effective, multi disciplinary services. Authorising social work assessments and reports via the department's electronic integrated children's system, ensuring that work is of a consistently appropriate standard. Also, to attend multi agency child protection conferences to present reports and assessments for those children deemed to be at risk of significant harm and to chair planning meetings where there are child welfare concerns, making recommendations for actions and interventions to safeguard children.</li><li>5. To be conversant with operational and practice issues pertaining to the delivery of social work to children and families to ensure that children most in need are prioritised and responded to appropriately.</li><li>6. Utilise the skills within the team to develop and implement programmes of activity, prevention and early intervention in order to support children, young people and families.</li><li>7. Provide regular, formal and informal supervision and appraisal to staff and develop a professional skills base through the provision of training and development as appropriate.</li><li>8. Manage and maintain positive relationships with partner organisations and other external bodies.</li><li>9. Responsible for ensuring that the team achieve key service delivery objectives identified within the service plan. In addition, develop and implement systems to ensure satisfactory team performance against key performance indicators.</li><li>10. Responsible for ensuring that the objectives set out in statutory guidance and departmental procedures are implemented within the team .</li></ol>			

11. Responsible for ensuring that specific areas of service delivery are developed and delivered to meet the needs of children and families requiring specialist social work for a range of associated assessed needs.
12. To manage financial and other resources effectively and efficiently in line with NCC regulations and to report to senior management on a regular basis regarding the financial position of the designated service area.
13. To monitor and evaluate team performance against service targets including the monitoring of caseloads and the complexity of cases.
14. To provide reports and updates to the management teams as required.
15. To ensure the maintenance of record keeping in accordance with statutory requirements and NCC policy and procedures.
16. To manage the recruitment, selection, training and development of staff in accordance with NCC policies and procedures.
17. To ensure the service is child and family centred, focussing and promoting the overall safety and safeguarding of all vulnerable children and those at risk of significant harm.
18. Contribute to the strategic development of the service by developing new ways of working and efficient practices.
19. To actively participate in directorate wide projects related to children's safeguarding as approved by the Senior Manager.
20. Deputise for the Senior Manager - Specialist Services at internal and external meetings as and when required.
21. To advise and alert the Senior Manager of any situation that may be contentious, complex or critical or costly to the team or service so that an appropriate risk assessment and management plan can be put in place.
22. Other duties appropriate to the nature, level and grade of the post.

#### **Work Arrangements**

Physical requirements:	To be able to attend meetings and provide service delivery throughout Northumberland.
Transport requirements:	Flexibility to meet the demands and delivery of the service.
Working patterns:	Occasional participation in Out of Hours support to service rota cover arrangements as required
Working conditions:	Office based although some lone working within the community.

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**PERSON SPECIFICATION**

<b>Post Title:</b> Team Manager	<b>Director/Service/Sector:</b> Children's Services / Children's Social Care / Safeguarding	Ref: Z178
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>A professional social work qualification e.g. Degree in Social Work, DipSW, CQSW, CSS</p> <p>Valid HCPC registration.</p> <p>Evidence of CPD.</p> <p>Knowledge of child development and issues around work with families and children including safeguarding and child protection.</p> <p>Detailed knowledge of Children's legislation.</p> <p>Up to date understanding of the key issues and relevant theoretical background facing professional child care social workers, particularly related to children's safeguarding and looked after children.</p>	<p>Management qualification</p> <p>Completion of or working towards the Safeguarding Module of the PQ Award.</p>	
<b>Experience</b>		
<p>In depth diverse experience in children's social care</p> <p>Extensive experience in children's safeguarding, including experience of working with child protection systems and procedures.</p> <p>Significant experience of team management including appraisal and supervision</p> <p>Experience of managing performance to agreed standards and targets</p> <p>Ability to work in stressed and pressurised situations to meet deadlines</p> <p>Proven experience in decision making skills and abilities</p>	<p>Experience of working within a multi agency setting.</p> <p>Experience of budget management</p>	
<b>Skills and competencies</b>		
<p>Highly developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums including complex cases in a court arena.</p> <p>Ability to lead and manage a multi-skilled team.</p> <p>Ability to manage change and conflict.</p> <p>Highly developed negotiating and organisational skills.</p> <p>Able to prioritise conflicting demands and requirements, meet tight deadlines and timescales.</p> <p>Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs.</p> <p>A commitment to equality of opportunity.</p> <p>An awareness of the principles of budget management.</p> <p>Effective IT skills to be able to write reports, produce court documentation and update relevant systems.</p> <p>Ability to work across agency boundaries within a multi-professional setting.</p> <p>Ability to work at both operational and strategic levels in terms of future service development.</p>	<p>Use of IT databases and spreadsheets</p>	
<b>Physical, mental and emotional demands</b>		

<p>To be a resilient practitioner with the ability to manage intense emotional demands.</p> <p>Able to meet the physical demands of the post.</p> <p>Lengthy periods of mental attention and high levels of pressure from conflicting demands and pressure to meet statutory deadlines.</p> <p>To be able to satisfy the mobility requirements of the post which will include regular journeys to children and their families' home.</p> <p>To work agilely in line with the Council policy.</p>		
<b>Other</b>		
<p>This position requires an Enhanced Disclosure and Barring Service (DBS) Check.</p> <p>Commitment to inter-agency working.</p> <p>Willingness to work occasional evenings/weekends.</p> <p>Positive attitude towards supervision and training.</p> <p>Willingness to attempt new challenges and approaches.</p> <p>Positive attitude towards supporting equality and diversity.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits