

Leeds City Council

Job Description

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of.

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Children & Families Directorate

Our Vision

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people.

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

Our goals

We believe that every Children's Services employee can contribute to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of.

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance, and achievement
- reducing the numbers of young people who are not in employment, education, or training
- providing opportunities for play, leisure, culture, and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice, and influence

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.

Directorate	Children & Families
Service Area	Social Work Service
Job Title	Team Manager
Grade	PO6
Conditions Of service	NJC
Responsible To	Service Delivery Manager
Responsible For	Advanced Practitioners, Social Workers, Social Work Assistants

Special Conditions This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: The role of the Team Manager is to lead, motivate and direct a discrete team of professional social work staff to deliver a high standard of social work, which places the child at the centre and ensure that statutory duties and responsibilities of the Local Authority are being met. To be the key contact and advisor on safeguarding at a local level.

The role will work as part of a team within a health and social care setting, maintaining effective relationships with other colleagues, Elected Members, service users, families, carers, and other agencies. The post will initially be based community based. However, the post holder may be required as part of their duties to work in other locations throughout the city to effectively deliver their duties.

Responsibilities

Directing, managing and motivating a locally or service based social work team, including managing caseload levels through appropriately allocated, planned, and supervised work which will be critically evaluated and reviewed, monitoring performance within statutory timescales ensuring regulatory compliance and high quality service delivery outcomes.

Assist in the development and promotion of services and practice improvements which are designed to mitigate risk and provide qualitative improvement to the outcomes for children

Act as an exemplar in knowledge of social care legal and guidance requirements, policy, procedures, and practice standards.

Ensure that formal processes, for example proceedings in the child and family courts or Fostering and Adoption panel processes are instigated and managed appropriately in line with the best interests of the child.

Take a lead on Safeguarding including Safer recruitment, the requirements of Children Act 1989 & 2004, Working Together 2010 and any subsequent legal version updates to ensure a child friendly and child focused approach

Where appropriate, ensure services meet regulatory requirements

Act as the key contact and provide advice to local professionals, families, elected members and other agencies on child protection law and proceedings.

Lead on liaison with Police colleagues in agreeing and applying procedures for action where children may be at risk.

Provide regular supervision and appraisal to staff members maintaining supervision and appraisal records using the appropriate documentation and associated guidance.

Provide appropriate support and mentoring to newly qualified social workers ensuring they have a clear understanding of the expectations of the role and receive appropriate development opportunities.

Actively promote the effective use of resources and to manage appropriate financial resources within available budgets within Council Financial Procedures and Standing Orders...

Instigate and manage quality assurance activity in accordance with practice standards including, for example Case File Audits; ensure that improvements and corrective actions are highlighted and implemented in a timely manner.

Ensure all case recording meets practice standard guidance in respect of timeliness and quality.

Promote and instigate appropriate use of information technology, processes, and systems in service delivery, maintaining records and management information to ensure efficient and effective service delivery including planning and control.

Manage and deal with complaints in the most efficient and effective manner.

Resolve complex and extremely challenging situations through conflict resolution, using counselling and negotiating skills and expertise.

Proactively manage performance of the team across a range of agreed indicators, prepare appropriate reports and undertake management actions to improve performance as necessary.

Deal with all staff management issues promptly including recruitment & selection, probation of new employees, attendance management, staff supervision, performance, grievance, or disciplinary issues.

Undertake quality assurance of all reports to formal panels e.g., Adoption Panel, Child Protection Conferences, Family Court Hearings and Fostering Panels.

Contribute to developing and improving Children's Services using a creative and innovative approach to service/partnership development and delivery, taking a lead where required.

Develop and produce team plans on an annual basis to ensure delivery of a professional child friendly and child focussed service which delivers in line with CYPSC Service plans and Service Improvement Plans and to take a lead on Service Development where appropriate.

Ensure all Team Plans include clear expectations for the year and set achievable targets which are monitored and reviewed at regular intervals.

Be a visible member of an integrated management team at cluster / area or City Wide level as appropriate and contribute to departmental, multi-agency Regional and National working groups as required.

Actively promote and deliver partnership working through integrated practice for effective service delivery, ensuring compliance with joint protocols and provide specialist advice as appropriate to partner agencies and integrated services.

Liaise and negotiate with other professional groups and agencies involved with young people and represent Children's Services at key professional forums.

Undertake investigations under the disciplinary procedures of the Council as and when appropriate.

Provide appropriate support and mentoring to newly qualified social workers ensuring they have a clear understanding of the expectations of the role and receive appropriate development opportunities.

Flexible and adaptable to change to assist other services as required commensurate to grade

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and development programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with Leeds City Council policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, staff safety, on site visits/travel, working environment, fire safety, undertaking display screen and risk assessments reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards, and equal opportunities of Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications The post requires an appropriate professional qualification (DipSW, Degree, CQSW or equivalent). You should be registered with Social Work England upon commencement of the post and maintain registration

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to work flexibly across different work locations and areas as appropriate.

Able to demonstrate leadership qualities including the ability to model a reflective practice approach which facilitates a team culture of evidence based practice.

Able to demonstrate the ability to motivate and inspire team members to consistently raise standards in practice.

Ability to empower self and others including service users, ensuring high ethical standards in practice.

Able to demonstrate a sound theoretical understanding and the ability to critically apply theory in practice.

Able to challenge poor practice and use research to inform high standards of excellence

Able to pass information effectively, accurately, and concisely using a variety of formats.

IT skills.

Able to manage a budget and understand how this meets the business needs of the Department.

Able to demonstrate skills in risk management including the ability to identify indicators of risk and the preventative actions that will address them.

Able to actively promote the change management agenda at team and area level.

Able to analyse complex situations and make considered decisions.

Able to analyse and understand statistical information.

Able to prepare and present reports on complex issues to a variety of different audiences.

Able to demonstrate advanced negotiating skills to ensure effective solutions to complex and difficult situations.

Able to demonstrate a strategic and structured approach at team and area level and an ability to link the work of the team with the business plan.

Able to contribute to the overall development of services for Children.

Able to develop constructive working relationships with other Agencies.

Able to develop, manage, motivate, and lead a Children's Social Work team and offer appropriate professional supervision, giving clear and specific guidance on performance based on accountability agreements.

Able to manage caseloads and supervise the caseloads of others.

Knowledge Required

DipSw or Equivalent.

Safeguarding good practices including safer recruitment procedures, paramountcy principle, requirements of the Children's Act 2004 and Working Together 2010 and subsequent legal updates.

Keep abreast of developments in Social work best practice, professional practice, and legislation.

Experience Required

Of providing structured supervision for staff and/or students.

Post qualification experience.

Of developing inter-agency and multi-disciplinary approaches to issues

Of management of multi-agency work.

Of developing new approaches to work related issues

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

Demonstrate a positive approach and commitment to providing training and development for your staff.

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

N/A

Knowledge Required

N/A

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name Sal Tariq Designation Assistant Chief Officer Children & Young People Date 2011

Confirmation of Job Evaluation Undertaken

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