

The Job Description Person Specification

Kent County Council

Job Description: *Team Manager*

Directorate:	Children, Young People and Education
Unit/Section:	Specialist Children's Services
Grade:	KR12
Responsible to:	Integrated Family Services Manager/Children and Young People Services Manager

Purpose of the Job:

To deliver and improve services for Children in Need, with a clear focus on those in need of protection and the wider safeguarding agenda through the provision of high quality social work interventions and effective liaison with local partners.

To lead and direct a team of professional Social Workers and/or early intervention staff together with support staff to provide services to children and young people and their families requiring support and/or intervention. Services to be delivered in accordance with legislation, Corporate and Directorate policies and with allocated cash limits.

To be a champion of social work values and delivering interventions that work to keep children safe and to support families.

Main duties and responsibilities:

- Manage a team of professional social work staff and/or early intervention and support staff to provide a service to clients of Children's Social Services in accordance with legislation, policies and practices.
- Develop, enhance and maintain locality specific collaborative working with a broad range of agencies including NHS, Police, LCSP and specialist agencies, ensuring positive outcomes for Young People.
- Develop and advise on commissioning strategies by providing an expert view for all Children's Social Services issues to ensure services are developed and accessible to Children in Need.
- Lead and direct the work of a team of professional Social Work and/or early intervention and support staff in order to ensure they effectively fulfill the complex changing demands of the service. Provide day to day support and professional supervision of Social Workers and other staff when required, managing their performance.
- Allocate resources and workload across the team to ensure effective delivery of service within allocated cash limit, taking into account local and national priorities.

- Recruit, develop and motivate staff groups capable of fulfilling the changing demands of the service, through day to day support and providing for high quality caseload supervision to ensure the ongoing continuous development of staff (where relevant helping employees meet the requirements of their registration) in order to deliver a high quality and consistent service to the locality.
- Contribute to the preparation of the team budget. Control, monitor and forecast expenditure, taking remedial action as required to enable cost effective services to be provided within the allocated cash limit.
- Contribute to the formulation, monitoring and review of professional practice procedures, strategy and policy through working closely with colleagues in other Divisions and/or via County Working Groups, to maintain high standards of social work practice which meets the changing needs of the service.
- Regularly Chair complex child care meetings where serious issues of risk need to be considered or the demands of the service require.
- Monitor professional standards within the team in liaison with Senior Practitioners and the Training and Development Team to ensure compliance with all policies and procedures and that Performance Assessment Framework indicators and other agreed targets are met.
- Respond to situations of crisis and emergency by co-coordinating service provision with other Directorate colleagues.
- Undertake case audits to quality assure file management and standards of practice.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

Kent County Council

Person Specification: *Team Manager*

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	MINIMUM
QUALIFICATIONS	<p>Degree in Social Work, CQSW, DipSW or equivalent.</p> <p>Relevant professional development.</p> <p>Registration as a Social Worker with the relevant professional body</p>
EXPERIENCE	<p>Extensive post qualification experience within Social Care.</p> <p>Experience of professional supervision, line management or project management.</p> <p>Experience of budget management issues.</p> <p>Experience of contributing to policy and practitioner formulation, implementation and review.</p> <p>Experience of working jointly with key partners in the statutory, private and voluntary sectors.</p> <p>Experience of staff recruitment and development.</p>
KNOWLEDGE	<p>Excellent knowledge and understanding of relevant legislative and policy frameworks and impact on service.</p> <p>Excellent knowledge and understanding of social work theories relating to child care services.</p> <p>Excellent knowledge and understanding of Safeguarding policies and procedures.</p> <p>Knowledge of recent research and National initiatives impacting on Children's Social Services.</p> <p>Knowledge and performance management indicators.</p> <p>Knowledge of financial regulations.</p>
SKILLS AND ABILITIES	<p>Ability to lead, manage and motivate a team.</p> <p>Excellent oral and written communication skills.</p> <p>Excellent organizational skills, ability to prioritise work and delegate tasks.</p>

	<p>Develop and maintain effective working relationships.</p> <p>High level professional supervisory skills.</p> <p>Budget management skills.</p>
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>

Corporate Responsibilities:

All managers in Kent County Council will fully engage with staff to understand the operational impact of various service delivery models, challenge the practice that exists in order to eliminate unnecessary processes and activities to minimise the resources necessary to deliver services to the people of Kent and act as one Council.

All senior staff are Corporate Parents to the Council's Looked After Children and must take an active part in ensuring the needs of these children in our care are met.

Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met for adults and children.

All managers will take responsibility for keeping their professional and managerial competencies up to date including learning from best practice elsewhere both internally to KCC and externally.

Customers & Partners

Engage with and build positive relationships with customers to ensure that their requirements are at the centre of the design and delivery of services in accordance with the Council's customer strategy.

Ensure that the needs of everyone in Kent are met by modelling behaviour that fosters equality of opportunity in service provision and employment.

Contribute to the development and delivery of the Council brand, enhancing the overall reputation of Kent County Council.

Build and promote successful partnership working, with private, voluntary and other public sector organisations and with service users to deliver more cost effective and valued services.

Commission effective and efficient services through a range of direct delivery, innovative partnerships and commercial arrangements which meet the three ambitions of the Medium Term Plan 'Bold Steps for Kent'.

Managing Services

Managers will keep abreast of the Council's changing legal obligations and mandates to ensure that service provision complies with statutory obligations.

Managers are responsible for ensuring relevant compliance with the financial regulations and standing orders of the Council.

Promote responsibility for cross-organisational team working, and across boundaries with other agencies and partners, to improve services and resolve problems in a coherent and integrated manner.

Ensure that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to Members and senior managers as well as to other stakeholders.

Ensure that services sustain and improve the overall reputation of the Council and act in the best interests of Kent through effective representations locally and/or regionally.

Managing People

Demonstrate the Council's managerial competencies – providing a positive example to staff, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Lead, manage and inspire confidence amongst staff in an inclusive way to deliver strategic and operational objectives.

Create an open, challenging, learning environment for staff.

Ensure that effective arrangements are in place to secure the overall well-being and the health & safety of all employees and people delivering services for the Council.

Performance, Finance and Risk

Embed a performance culture that delivers results through rigorous open challenge, disciplined execution and continual improvement.

Managers are fully responsible for the management of their budgets including commitments, accounting and variance profiling and for ensuring that all services/functions are delivered within budget.

Ensure that resources are targeted on the Council's priorities and meeting customer needs.

Support overall productivity and value for money to service users through a range of approaches, including: the re-design of services and their costs to maximize the economies available from a One Council approach; the use of business and operational process improvements; effective programme and project management; the smarter use of supply (through out-sourcing, co-sourcing and in-sourcing where appropriate); the better use of demand management; and improved asset management.

Ensure that effective risk management arrangements are in place to minimise the Council's exposure to risk and uncertainty. Responsible for resilient business continuity arrangements and robust response and recovery arrangements in the event of emergencies and critical incidents locally – in accordance with the requirements of the Council's Emergency and Business Continuity Plans.

Promote and ensure compliance with policies and procedures, all Statements of Required Practice for managers and the Council's Code of Conduct.

overall reputation of Kent County Council.

Build and promote successful partnership working, with private, voluntary and other public sector organisations and with service users to deliver more cost effective and valued services.

Commission effective and efficient services through a range of direct delivery, innovative partnerships and commercial arrangements which meet the three ambitions of the Medium Term Plan 'Bold Steps for Kent'.