

## Kent County Council

### Job Description: *Adolescent Support Team Manager*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Integrated Adolescent Service  
**Grade:** KR12  
**Responsible to:** Service Manager

#### **Job Purpose:**

To deliver and improve services for vulnerable adolescents in need of support and protection.

To lead and direct a team of qualified Social Workers and social work assistants to provide services to adolescents and their families via child in need assessments, plans and interventions.

To lead on contextual safeguarding approaches for adolescents, focusing on extra familial harm and delivering interventions that work to keep adolescents safe.

#### **Main duties and responsibilities:**

- Manage a team of qualified social workers and social work assistants to provide a service to adolescents open to Specialist Children's Services in accordance with legislation, policies and practices.
- Allocate cases within the statutory timescale ensuring assessments, statutory visits and planned reviews have clear objectives and outcomes in order to ensure that all vulnerable children receive a service that reflects the Council's commitment to safeguarding and putting the needs of individual children first.
- Develop, enhance and maintain locality specific, collaborative working with a broad range of agencies including Health, Education, Police and the private / voluntary sector agencies, ensuring positive outcomes for Young People.
- With effective use of team performance data, complete and review performance development plans for the team, ensuring the team meets its statutory requirements with respect of service delivery and is compliant with KCC practice guidance.
- Provide high quality supervision which enhances individuals' personal and professional development needs and contributes towards staff retention.
- Chair strategy discussions or complex harm meetings where serious issues of risk need to be considered and to provide oversight and input into the formulation of safety plans and interventions which achieve positive outcomes for young people in need or at risk.
- 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, promote the ongoing continuous development of staff (and, where relevant; supporting employees to meet the requirements of their registration) in order to deliver a high quality and consistent service.
- 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.
- 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: *Adolescent Support Team Manager*

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

Applicants should describe in their application how they meet these criteria

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree in Social Work, CQSW, DipSW or equivalent.</li><li>• Relevant professional development.</li><li>• Registration as a Social Worker with the relevant professional body.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Extensive post qualification experience within Social Care.</li><li>• Experience of professional supervision and performance management</li><li>• Experience of budget management issues.</li><li>• Experience of contributing to policy and practitioner formulation, implementation and review.</li><li>• Experience of working jointly with key partners in the statutory, private and voluntary sectors.</li><li>• Experience of staff recruitment and development.</li><li>• Experience of working with a high level of social complexity and risk of harm</li><li>• Substantial experience in relationship and strengths based practice, working collaboratively with children, young people and their families</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Excellent knowledge and understanding of relevant legislative and policy</li><li>• Knowledge and understanding of social work theories relating to adolescents</li><li>• Excellent knowledge and understanding of Safeguarding policies and procedures.</li><li>• Knowledge of recent research and National initiatives pertaining to adolescents</li><li>• Knowledge of performance management indicators.</li><li>• Knowledge of financial regulations.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Demonstrable an ability to build sound, productive working relationships with colleagues, partners and other staff.</li><li>• Ability to write high quality written reports which are suitable for a variety of professional settings.</li><li>• Ability to make good quality judgements and sound decisions in situations of increasing complexity, risk, uncertainty and challenge, and be able to effectively explain and justify decisions</li><li>• Ability to determine which interventions, knowledge and skills to deploy to effectively respond to different issues.</li><li>• Ability to work under pressure and manage time and workload effectively.</li><li>• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li></ul>

**KENT VALUES  
AND CULTURAL  
ATTRIBUTES**

**Kent Values:**

- 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

**Our values enable us to build a culture that is:**

- Flexible/agile - willing to take (calculated) risks with people that are flexible and agile
- Curious - constantly learning and evolving
- Compassionate and Inclusive - compassionate, understanding and respectful to all
- Working Together - building and delivering for the best interests of Kent
- Empowering - Our people take accountability for their decisions and actions
- Externally Focused - Residents, families and communities at the heart of decision making

# Organisational responsibilities Job description guidance

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

## Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

## Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

## Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.