

## Kent County Council

### Job Description: *Team Manager*

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<b>Directorate:</b>	<b>Children and Young Peoples Service</b>
<b>Unit/Section:</b>	<b>Specialist Children's Service/ 18+ Care Leavers Service</b>
<b>Grade:</b>	<b>KSJ</b>
<b>Responsible to:</b>	<b>Head of Service/Service Manager</b>

#### **Purpose of the Job:**

Provide day-to-day management of a team of staff providing services to Local Authority care experienced Care Leavers including young adults seeking refuge and asylum. To provide professional expertise, skills and advice to enable safe, effective and high-quality service that meets agreed existing and new policies and practices within given budgets.

The post provides an opportunity to lead and manage a team of dedicated personal advisers in the delivery of a high-quality leaving care service. To provide support, direction, good management oversight and regular monthly caseload supervision, you will play a key role in the delivery and improvement of the services to our Care Leavers, championing our commitment to principles of corporate parenting.

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

- Manage a team of professional staff to provide a service to clients in accordance with legislation, existing and new policies and practices that meet the needs of Clients within given resources.
- Recruit, develop and motivate staff groups capable of fulfilling the changing demands of the service through day to day support and high-quality supervision. Provide additional high-quality caseload supervision to ensure the professional development of staff in order to deliver a high quality and consistent service.
- Develop as appropriate, joint planning, development and delivery mechanisms with multi agency partners to maximize resources and promote joint working.
- Contribute to the preparation of the annual team budgets, control and monitor staff expenditure, taking remedial action as required to enable cost effective services to be provided which meet the needs of the client and optimize the use of all resources.
- Contribute to the formulation of professional practice procedures to maintain high standards of practice which meet the changing needs of the service.

- Monitor professional standards in liaison with Senior Personal Advisers and other colleagues to ensure that practice procedures are appropriately adhered to throughout the service and take necessary action to rectify any areas of concern.
- Respond to situations of crisis and emergency by coordinating service provision with other Directorate colleagues to meet the needs of a group of people requiring the service whilst maintaining the existing service.

Footnote: This job description is provided to assist the job holder to know what their 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 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>	<p>Degree in Social Work, CQSW/DipSW or equivalent and registration as a social worker with Social Work England.</p> <p>Diploma in Advanced Social Work with Children and Families.</p> <p>Management qualification – NVQ5 or equivalent</p>
<b>EXPERIENCE</b>	<p>Substantial proven diverse experience in Children &amp; Families Service.</p> <p>An understanding of court procedures. Child in Care and safeguarding procedures</p> <p>Previous responsibility for managing budgets including joint funding.</p> <p>Contributing to policy and practice formulation, implementation and review.</p> <p>Joint Working with Health Authorities, other Directorates and external bodies.</p> <p>Staff recruitment, motivation and development.</p> <p>Experience of working with cultures other than one's own.</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent negotiation, planning and commissioning skills are essential in order to communicate at all levels in the organization and with external bodies.</p> <p>Change management skills.</p> <p>Ability to work to tight deadlines and within limited resources.</p> <p>Ability to oversee, monitor and review a range of projects and prioritize accordingly.</p> <p>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.</p> <p>High level budget management and audit skills.</p> <p>Recruit, manage and develop a team of professional social workers and support staff</p> <p>Computer literacy</p>

<p><b>KNOWLEDGE</b></p>	<p>A detailed working knowledge of the Children’s Act 1989 and other relevant legislation including attachment and other social work theories, fostering and adoption legislation/regulation.</p> <p>Knowledge of single inspection framework.</p> <p>Detailed knowledge of directorate/ corporate procedures and practice, especially those relating to Children in Care, Children in Need, safeguarding</p>
	<p>procedures, unaccompanied asylum-seeking children and children at risk of CSE.</p> <p>Detailed knowledge of Leaving care Legislation and knowledge of related legislation in areas such as housing and asylum.</p> <p>Familiarity with recent research and government/corporate initiatives, e.g. Contextual safeguarding – Transforming Children’s Services, Working Together.</p> <p>Knowledge of financial regulations.</p> <p>Ability to use management information and understanding of KPIs.</p>
<p><b>PERSONAL QUALITIES</b></p>	<p>Energy/enthusiasm</p> <p>Discretion</p> <p>Commitment to equal opportunities</p> <p>Professional credibility</p> <p>Initiative</p> <p>Leadership ability</p> <p>Health appropriate with needs of the job</p> <p>Flexibility</p> <p>Anti-discriminatory approach</p>

**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 and want 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

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.