

## Kent County Council

### Job Description: *Unaccompanied Asylum Seeking (UAS) Children' Service Team Manager*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Integrated Children's Services/ Front Door</b>
<b>Grade:</b>	<b>KSJ</b>
<b>Responsible to:</b>	<b>UAS children service Service Manager</b>

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

To deliver and improve services for unaccompanied asylum-seeking (UAS) children 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 together with support staff to provide services to newly arrived unaccompanied asylum-seeking children in Kent. Services to be delivered in accordance with legislation, Corporate and Directorate policies and budgetary requirements.

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

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

- Manage a team of professional social work staff and support staff to provide an initial assessment service to newly arrived unaccompanied asylum-seeking children in accordance with legislation, policies and practices.
- Develop, maintain and enhance collaborative working with a broad range of agencies including Police, Home Office, NHS and specialist agencies, ensuring positive outcomes for unaccompanied asylum-seeking children in Kent.
- 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 limits, taking into account local and national priorities.
- Respond to situations of crisis and emergency by co-coordinating service provision with other Directorate colleagues and external agencies.

- Regularly chair complex child protection strategy meetings where serious issues of risk need to be considered or the demands of the service require.
- Lead on age assessment practice so proportionate and robust decisions are made when a newly arrived unaccompanied asylum-seeking child's age is disputed by the Home Office or significant concerns are raised by other professionals.
- Develop and advise on commissioning strategies by providing an specialist view on issues relating to unaccompanied asylum-seeking children to ensure services are developed and accessible.
- Recruit, develop and motivate staff groups capable of fulfilling the changing demands of the service to ensure ongoing continuous development of staff.
- Contribute to the formulation, monitoring and review of professional practice procedures for the Service and Directorate via audits, working groups and training to maintain high standards of social work practice.

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

	<p>Knowledge of recent research and National initiatives impacting on Children's Social Services.</p> <p>Knowledge and performance management indicators. Knowledge of financial regulations.</p>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - 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.

# 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.