

Directorate: Children and Young Peoples Service

Unit/Section: Specialist Children's Service

Grade: KR12

Responsible to: Head of Service/Service Manager

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 soc 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.

Kent County Council

Person Specification – *Team Manager*

The following outlines the minimum and desirable 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.

	MINIMUM
QUALIFICATIONS	Degree in Social Work, CQSW/DipSW or equivalent and registration as a social worker with Social Work England. Diploma in Advanced Social Work with Children and Families.
EXPERIENCE	Proven diverse experience in Children & Families Service. An understanding of court procedures. Child in Care and safeguarding procedures Previous responsibility for managing budgets including joint funding. Contributing to policy and practice formulation, implementation and review. Joint Working with Health Authorities, other Directorates and external bodies. Staff recruitment, motivation and development.
SKILLS AND ABILITIES	Excellent negotiation, planning and commissioning skills are essential in order to communicate at all levels in the organization and with external bodies. Change management skills. Ability to work to tight deadlines and within limited resources. Ability to oversee, monitor and review a range of projects and prioritize accordingly. High level budget management and audit skills. Recruit, manage and develop a team of professional social workers and support staff Computer literacy

KNOWLEDGE	<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 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. Ability to use management information and understanding of KPIs.</p>
PERSONAL QUALITIES	<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>