

Kent County Council  
Job Description: *Team Manager*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Disabled Children and Young People's Teams/SEND  
**Grade:** KR12  
**Responsible to:** Service Manager 0-25 Service

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**Purpose of the Job:**

Lead and direct a team of professional Social Workers and other case holding practitioners together with support staff, to provide a responsive and cost-effective service to meet the needs of disabled children and young people and their families in partnership with parents/carers in order to strengthen their independence and resilience and in accordance with legislation, Corporate and Directorate policies and practices within a given budget.

The postholder should work in line with the Social Care Capability Framework.

**Main duties and responsibilities:**

Recruit, develop and motivate staff groups capable of fulfilling the changing demands of the Disabled Children and Young People's 0-25 Service, through day-to-day support, high quality supervision, overseeing of duty and referrals, assessment and casework in partnership with other services, to ensure the delivery of a high quality and consistent service across the Authority that supports, protects and empowers children, young people and their families and carers.

Work closely with the OT Team Manager in the area who oversees and manages the Occupational Therapy staff in the Disabled Children and Young People Service, to ensure a co-ordinated, effective and efficient service to families requiring their service.

Review, negotiate, develop, and implement joint/integrated working policies and procedures and delivery mechanisms with partner agencies to aid service development, maximise resources and work towards an integrated disability service, which is responsive to the changing needs of service users and their families/carers.

Prepare the annual team budgets, control and monitor expenditure, taking remedial action as required to enable cost effective services to be provided which meet the needs of the client and optimise the use of all resources.

Monitor professional standards in liaison with other key officers to maintain high standards of social work and OT practice which meet the changing needs of the service and to ensure that practice and procedures are appropriately adhered to, including the adherence to Child Protection and Safeguarding Vulnerable Adults Policy and Procedures, and take action as necessary to rectify any areas of concern.

Respond to situations of crisis and emergency, by co-ordinating service provision with other Directorate colleagues to meet the needs of a group of people requiring the Disabled Children's or Young People's Service, whilst maintaining an existing service.

Work with the Service Manager, other Senior Managers in the 0-25 Service and commissioning colleagues to plan and implement strategic developments, to ensure access to the full range of services and to raise any issues of concern.

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*

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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>• Registration with Social Work England.</li> <li>• Assessed as competent to operate at the advanced or strategic level of the Social Care Capability Framework</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Diverse post qualification experience in Children and Families or Adult Services, to include some disability experience</li> <li>• Previous responsibility for managing budgets including joint funding</li> <li>• Contributing to policy and practice formation, implementation and review</li> <li>• Joint Working with Health partners, other Directorates and external bodies</li> <li>• Staff recruitment, motivation and development, to include direct experience of supervising staff</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent negotiation, planning and commissioning skills are essential in order to communicate at all levels in the organisation and with external bodies, including parents and carers</li> <li>• Change management skills</li> <li>• Ability to apply theory to practice</li> <li>• Work to tight deadlines and within limited resources</li> <li>• Oversee, monitor and review a range of projects and prioritise accordingly</li> <li>• Commitment to equality and promoting diversity in all aspects of work</li> <li>• High level budget management and audit skills</li> <li>• Recruit, manage and develop a team of professional and support staff</li> <li>• Computer literate</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Detailed working knowledge of the legal framework, national and corporate policy, procedures and practice relating to Children's and Adults' Social Care, including Child and Adult Protection procedures.</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Familiarity with recent research and government and corporate initiatives</li> <li>• Knowledge of Financial Regulations</li> </ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are all responsible for the difference we make</li><li>• We are curious to innovate and improve</li><li>• We are strong together by sharing knowledge</li></ul>
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