|  |  |
| --- | --- |
| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding, and promoting the welfare of children, young people, and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | Team Manager | **Post No** | Various |
| **Directorate** | Children’s Services and Skills | | |
| **Division** | Children Young people and families | | |
| **Band and Salary** | Band G  £51,515 - £58,026 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Operations Manager | | |
| **Location** | Bluebell, Chelmunds, Elmwood, Council House and other locations across the Borough of Solihull as required | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |
| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children and Adults | | |
| **Special Conditions** | Hybrid working arrangements – required to be on site 3 days per week minimum | | |

|  |
| --- |
| **Role Purpose** |
| Provision of a high quality and effective social work service to meet the needs of children, young people and their families, safeguarding children in a timely manner within statutory guidelines.  To represent the service within multi-agency forums and to contribute to the development of policy and practice in Childrens services across the borough.  To ensure the social work service is fully integrated within the wider Children’s services in order to promote positive outcomes for children and their families.  To provide effective leadership within the service, taking responsibility, being accountable and motivating staff within the team.  To act as a champion within the service for restorative practice. |

|  |
| --- |
| **Role Responsibilities** |
| * To operate and ensure that others operate at all times within the professional ethics and disciplines of the relevant professional regulatory body e.g. Social Work England Social Worker Standards of Proficiency. * To work with the Operations Manager to set objectives for the team, develop plans, identify resources, and mobilise staff to meet those objectives. * To be accountable for the performance of the team; using data and targets to ensure that the service provided is of consistent good quality and delivers positive outcomes in a timely way. * Promote and embed quality assurance arrangements within the team and service thus promoting an ethos and culture of continued learning and improvement. * To understand the position of the team within the wider council and in relation to the local authority responsibilities. * Manage and support staff through regular and effective supervision, performance, and development reviews to ensure that all work is carried out in accordance with legal requirements, directorate policies, procedures, performance standards and targets and good professional practice, with a view to ensuring personal and organisational continuous improvement. * Develop and implement a service improvement plan that reflects multi-agency priorities. * Robust use of management information systems to monitor and improve outcomes for children and young people and ensure best values is provided. * To monitor progress of implementation of strategies/ plans and report to senior managers and other forums. * Take a lead role in development work with stakeholders and partners to maximise opportunities for integration and partnership working so as to deliver service improvements. * To promote the active participation of children, young people, young adults, their parents, carers, and families. * To ensure that children are safeguarded, and that the service provides interventions which combine risk management and a restorative approach to practice. * Take a lead and ensure good practice within your area of responsibility in line with the Safeguarding Procedures, creating and sustaining systems of prioritisation, management, and throughput of cases from first contact to transfer or closure. * To oversee casework with children and their families ensuring there is high quality assessment, planning and review of cases, and that this is recorded concisely within case files and in line with statutory guidelines. * To lead developments and contribute and support the development of practice, procedure, and policy. * To lead the professional development of the team, contribute to workforce development planning and be responsible for the recruitment and retention of staff within the team. * Demonstrate robust decision making, guide, support and lead in a manner which builds confidence in others and encourages independent working within an environment of appropriate advice and support and in accordance with policy, procedures, financial requirements, and budgets. * Demonstrate and clearly record defensible decision making that balances risk management with improved outcomes for children and young people. * Manage resources in a manner which demonstrates best use of family, informal and community-based provision within the Local Offer as well as the promotion and use of S17, and care and support plans. * To chair range of meetings (including professional and service user meetings) as required and appropriate. Facilitate and make a positive contribution to regular team meetings and represent the service at Directorate meetings, working groups and other Organisational meetings as required. * To support the development of policies and procedures in response to statutory guidance, local policies and the needs of children and their families. * Ensure the effective allocation and prioritisation of your own work and that of individuals across your area of responsibility. * To undertake the investigation of complaints at Stage one and Stage two of the process, in accordance with council policy as required. * Willingness to undertake development opportunities which enhance your leadership and management abilities. * To be a champion for the rights of people of protected characteristic groups and be committed to addressing discrimination in all its forms and. promote equalities, inclusion, and diversity in practice and in strategic decision-making. * To participate in the Council’s major disaster plan and processes as required * Direct line management of team members ensuring high levels of performance, workforce planning, identification, and development of talent. * To undertake systematic assessment of team members to identify and respond to training, development needs and performance and development reviews. * To ensure that staff have a good understanding of the roles and responsibilities of other teams within the Service and ensure effective collaboration. * To manage a delegated budget within the team’s Cost Centre and ensure compliance with Financial Regulations and Best Value principles. * To carry out all delegated decision making in accordance with policy, procedures, Standing Orders and relevant budget legislation and statutory requirements. * Any other appropriate duties as and when required. |

**Section B: Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Professional Social Work Qualification | BIA, AMHP or other professional award | Application Form  Certificates |
| Practice Educator or Practice Teaching accreditation  To hold or be working towards Practice Educator Awards 1 and 2 | Management Qualification (postgraduate) | Application Form  Certificates |
| Social Work England Registration |  | Application Form  Certificates |
| Evidence of continuous professional development |  | Application Form  Certificates  CPD Log  Interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience & Knowledge** | Experience of complex social worker with children and families and substantial post-qualifying experience in Children’s Social Work Services, | Significant experience working in SEND and Experience of work within transition | Application Form  Interview |
| Experience of a wide range of statutory practice environments in Childrens Services and of diverse responsibilities | Experience of Change management | Application Form  Interview  Assessment |
| Demonstrable experience of delivering person centred working within timescales |  | Application Form  Interview  Presentation |
| Experience of managing positive risk taking and making decisions within safeguarding | Experience of delivering training | Interview  Presentation |
| Experience of effectively managing budgets and resources |  | Interview  Presentation |
| Experience of multi-agency working |  | Application Form  Interview  Presentation |
| Experience of managing and supervising staff within accountability frameworks.  Leading by example, to ensure their practice meets the high performance professional standards expected. |  | Application Form  Interview |
| Experience of chairing meetings |  | Interview |
| Detailed knowledge of practice, policy and relevant legislation including Children’s Act 1989, 2004; Children’s and Families Act 2014; Care Act 2014; Mental Capacity Act 2005 (Inc. DOLs), etc. |  | Interview |
| Social Work England Social Work Standards of Proficiency |  | Interview |
| Knowledge of Government, national and council priorities.  Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and equal opportunities |  | Interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills & Abilities** | Highly effective interpersonal skills and ability to respond positively to challenging situations | Coaching skills | Interview |
| Effective planning, organisational and delegation skills | Presentation skills | Interview |
| Effective leadership skills, including the ability to lead, motivate, support, develop and manage an effective Social Work team |  | Application Form  Interview |
| Effective supervision skills which encourage reflection. progression and accountability |  | Application Form  Interview |
| Effective performance management and performance improvement skills |  | Application Form  Interview |
| Ability to communicate complex and sensitive information verbally and in writing, including effective report and letter writing skills |  | Application Form  Interview |
| Effective IT skills including the ability to use Microsoft Office Packages; Excel, Work, Outlook, and PowerPoint | Project management skills | Interview |
| Effective negotiation skills |  | Interview  Presentation |
| Analytical skills including the ability to use data and research to effectively inform robust, evidence-based decision making |  | Interview |

|  |  |  |
| --- | --- | --- |
| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation, and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential**.** | Interview |

|  |  |  |
| --- | --- | --- |
| **Other Requirements** | Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. | Interview |

|  |  |
| --- | --- |
| **Compiled/Reviewed by** | Beate Wagner |
| **Date** | June 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers, and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures, and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equal Opportunities**

Solihull Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.