



## JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Manager Template

<b>JOB TITLE:</b>	Assistant Team Manager – Social Work		
<b>GRADE:</b>	G11	<b>SERVICE AREA:</b>	Children's Services
<b>JOB CODE:</b>			
<b>REPORTS TO:</b>	Team Manager Children's Services	<b>LOCATION:</b>	TBC
<b>SPECIAL CONDITIONS:</b>	Enhanced DBS disclosure is required for this post Ability/ willingness to travel from location to location Some working outside normal office hours will be required.		

*At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:*

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

### 1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

## **2. Main purpose of the job role:**

- To jointly lead and manage part of a social work team under the direction of the Team Manager to ensure that vulnerable children and their families receive responsive services that safeguard and promote their welfare.
- To promote and contribute to the development of high quality of practice and service delivery within the team.
- To support and supervise frontline practitioners, and to be aware of and manage performance within the team.
- Responsible for Senior Practitioners, Social Workers, ASYE Social Workers and Child and Family Officers.

## **3. Role specific duties and accountabilities:**

### ***Horizon Scanning***

- To be responsible for the delivery of services to children, young people, their families and carers, in line with legislation, guidance and local policy and procedures.
- To make complex decisions relating to social service provision for children, young people and their families within Walsall.
- To manage allocation of work in accordance of with team priorities, alongside the Team Manager.
- To act for the Team Manager as appropriate in representing and developing the service, and in contributing to the management of services across Children's Social Care
- To support collaborative working with partners, and with voluntary and external agencies.
- To contribute to the management of services as a member of the Children's Services Management Team.
- To ensure the requirements of appropriate child care legislation and guidance are understood by all members of staff. This should be disseminated during team meetings and supervision periods.
- To provide case work management and management oversight for the team.
- To chair and attend key practice meetings, and to be available to support members of the team as required.
- To support the Team Manager to review the work of the team and service delivery, initiate new developments and any other changes as appropriate

### ***Leading People***

- To monitor the performance of staff through regular supervision, observations of practice and appraisal.

- To be responsible for the professional supervision, guidance, reflective practice and support to social work staff involved in assessment work and any other relevant activities within the team.
- To support the Team Manager to provide accessible and visible leadership and management for the team
- To support and develop individual team member's knowledge and skills in line with Walsall Children's Social Care practice frameworks and methods
- To support the Team Manager to develop team and service plans to deliver consistently good services for children, young people, families and carers
- To work with colleagues to recruit and select staff in the Children's services division in accordance with the Council's procedures in respect of safer recruitment.

### ***Managing Resources***

- To support the Team Manager to ensure the delivery of service within allocated budget(s) and in compliance with the Council's financial and other regulations.
- To ensure that thresholds for service intervention have been met.
- To make arrangements for support provisions to be arranged for children, young people, their families and carers as required.

### ***Managing Performance***

- To use management information systems effectively to support quality of practice in the service.
- To ensure that all statutory requirements are met and that staff are fully updated when changes are made in respect of current developments, new guidance, research and legislation.
- To support the Team Manager in promoting a culture of quality of practice, and in managing and developing practice for individuals in the team, as well as addressing any specific performance concerns.
- To undertake regular case audits and support the development of learning across Children's Social Care.
- To keep up to date with Walsall Council and services policy, national trends, research, government guidelines, legal issues, etc.
- To ensure that all new staff members are fully inducted and are aware of the Directorate's policies in respect of Health and Safety, anti-discriminatory practice and the Council's Equal Opportunities Policy, and Walsall Council's strategic plans.
- To ensure that the Service seeks to involve parents/carers and young people in the planning of services and review processes, including actively seeking their views and their participation.

### ***Managing Self***

- Be accountable for own progression and career development, undertaking training and professional development, and maintaining up-to-date knowledge and skills.
- To practice in anti-discriminatory manner that supports diversity and equality for all people
- Encourage a work environment which promotes the health, safety and wellbeing of self and others.
- Perform duties in line with the Social Work England Professional Standards.
- Prepare reports and maintain all necessary records including computerised records for administrative and statistical purposes in Children's Social Care.
- Any other duties required by the Team Manager commensurate with the grade and post.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
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This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE</b> Assistant Team Manager – Social Work		<b>GRADE 11</b>
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at  Application form=A  interview=I  both=A/I  test = T	<b>WEIGHT CODE</b>  shows relative importance  Low=1  Medium=2  High=3
<b>Behaviours:</b>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b>		
<ul style="list-style-type: none"> <li>Demonstrates detailed knowledge and skills in assessing children's and young people's needs and developing plans to meet these needs, including for children and young people in complex circumstances</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Demonstrates extensive knowledge of current childcare legislation, guidance and regulation</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Demonstrates extensive knowledge of theory, research, policy and the law relating to social work with children and families, including understanding of child development</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Ability to lead, motivate and develop a team, its work and its relationship within and outside of the agency.</li> </ul>	A/I	3

<ul style="list-style-type: none"> <li>Ability to prepare succinct reports and present these in a formal setting.</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge and rectify discriminatory practice at individual and systemic levels.</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Demonstrates ability to take responsibility for a complex and demanding workload and priorities, and to use own initiative to manage issues that arise within the team seeking support from the Team Manager when required</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Demonstrates awareness of major research findings and Serious case review inquiry reports on Child Protection and/or planning for children and the implications for assessments and decision making and to have the ability to disseminate this information within the team and the wider Directorate.</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Ability to manage stress and work under pressure</li> </ul>	A/I	2
<ul style="list-style-type: none"> <li>Ability to manage and lead change</li> </ul>		
<ul style="list-style-type: none"> <li>Ability to communicate, negotiate and influence a wide range of practitioners, managers and partners from other agencies.</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Ability to work in partnership with other agencies to secure positive outcomes and help children, young people, families and carers to access resources</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Ability to work collaboratively and restoratively with people, and to develop positive working relationships working through challenging circumstances through communication skills</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Ability to critically reflect and analyse complex information to support decision-making and develop solutions</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Demonstrates enthusiasm and commitment to social work; understanding and commitment to equality of opportunity and anti-discriminatory practice; upholds and demonstrates knowledge of social work values in accordance with the Professional Capabilities Framework, Knowledge and Skills Framework, and Social Work England Professional Standards</li> </ul>	A/I	3
<b>Knowledge/Experience:</b>		
It is essential that the post holder has/is:		
<ul style="list-style-type: none"> <li>Significant post qualifying experience in Children's Social Care</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Experience of supporting and developing frontline practice and practitioners, and supervising other social care staff</li> </ul>	A	3
<ul style="list-style-type: none"> <li>To have extensive experience of utilising a range of social work skills at PQ level within a Local Authority or recognised equivalent authority.</li> </ul>	A	3
<ul style="list-style-type: none"> <li>Experience of determining priorities in the implementation of a social work service.</li> </ul>	A	3

<ul style="list-style-type: none"> <li>Knowledge and understanding of the importance of performance management and the use of management information systems in operational management.</li> </ul>		A	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
<ul style="list-style-type: none"> <li>Social work qualification, BA, MA, CQSW, CSS, DipSW,</li> </ul>		A	
<ul style="list-style-type: none"> <li>Registration with Social Work England</li> </ul>		A	
<ul style="list-style-type: none"> <li>Evidence of CPD, i.e. Log of CPD as required for Social Work England re-registration</li> </ul>		A	
<ul style="list-style-type: none"> <li>Evidence of practice supervision and development of others</li> </ul>		A	
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Commitment to a high quality transparent service to children and their families.		A/I	3
Maintains emotional resilience in working with challenging behaviours and attitudes		A/I	2
A commitment to continuous professional development		A	
<b>Prepared by:</b>	Principal Social Worker	<b>Date:</b>	13/06/21