

## Job Description

**Vacancy Reference No:****Job Title:** Team Manager**Job Number:****Directorate:****Post Number:****Service:** Childrens**Grade:** 9**Location:** City wide**Job Purpose:**

As a member of a service management team, to take responsibility for the management and delivery of an effective and efficient service for children, young people, their families and vulnerable adults. To assist the Operational Lead with the delivery of a safe service, through case work and decision making oversight and providing professional supervision.

**Main Duties and Responsibilities:**

1. Work with the Operational Lead to establish and maintain operational policy for the service area.
2. Support the Operational Lead in the sound financial management of the service ensuring budgets are carefully managed and resources are fully maximised.
3. Manage staff in the team to include: recruitment & selection; induction & probation; workload allocation; appraisal & identification of training needs and disciplinary or grievance matters.
4. Provide supervision to staff in the performance of their duties in accordance with the directorate's supervision policies and associated guidance. This will include the active auditing and monitoring of case files and electronic records recording.
5. To ensure maintenance of up to date records of cases using management information systems in accordance with departmental policies and procedures.
6. To establish, sound working relationships with partner agencies, council departments and independent sector groups and providers. Promoting effective joint and inter-disciplinary working partnership arrangements, with statutory and independent organisations and proactively resolving any disputes as appropriate.
7. To utilise the resources available to provide a flexible range of responses, support and services, which are sensitive to the needs of individual children and their families (particularly those from minority ethnic communities and with special needs), in partnership with other council services, external agencies and service providers.
8. To performance manage the team to ensure the service achieves its objectives.

9. In line with the appropriate delegated authority advise on and, where necessary, take action (including legal processes) to protect vulnerable service users and attend court on behalf of the Council, as appropriate.
10. Investigate complaints, disciplinary and grievance matters and contribute towards positive industrial relations, advising the Operational Lead of issues in these areas as they arise.
11. To contribute to effective business planning, strategic & operational policies or plans and to robust performance management, to support the drive to continuous improvement, collaborating with the Operational Lead to ensure that performance management is built into the delivery of services and the collection, analysis and reporting of performance information.
12. Deputise for the Operational Lead and cover for other Team Managers as requested when appropriate.
13. To maintain own personal and professional training and development to meet the challenging demands of the job.
13. The post holder should work flexibly outside office hours including working evenings and weekends to meet the needs of families.
14. Any other duties and responsibilities within the range of the salary grade.

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**This job description applies to all social work Team Manager posts within Children's Services. The specific targets, tasks and priorities can be expected to vary between individual teams.**

**Team Manager posts are generic which means that, after initial placement upon appointment, post holders may be required – after personal consultation – to work within Children's Services at any location/team type across the city.**

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## **Managers and supervisors**

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Registered Social Workers must adhere to the Health & Care Professionals code of practice for social workers.

**Responsible for:** Social Workers, Senior Practitioners and other staff, as identified by the Operational Lead

**Responsible to:** Operational Lead

**Reviewed:** January 2012

**Updated:** July 2017

## Person Specification

<b>Job Title:</b>	Team Manager	<b>Job Number:</b>	
<b>Directorate:</b>	People Directorate	<b>Post Number:</b>	
<b>Service:</b>	Childrens	<b>Grade:</b>	9
<b>Location:</b>	City wide		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Equal opportunities policies and how to provide service provision which is sensitive and relevant to all service users.</li> </ul>
	<ul style="list-style-type: none"> <li>Relevant legislation, regulatory frameworks, national and local initiatives, policy and guidance in relation to Children and Families and Young People, including those in need of safeguarding and looked after.</li> </ul>
	<ul style="list-style-type: none"> <li>Factors relating to a positive industrial relations climate.</li> </ul>
	<ul style="list-style-type: none"> <li>Procedures relating to the investigation of grievance and disciplinary matters.</li> </ul>
	<ul style="list-style-type: none"> <li>Comprehensive understanding of the range of service users' needs and the range of service provision to meet need.</li> </ul>
	<ul style="list-style-type: none"> <li>Awareness of procedures in relation to personnel, financial, budgetary and other support functions.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of the principles of sound financial management and budgetary processes and controls.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Skilled in managing a team's workload, including the establishment of initial referral taking, assessment, allocation and workload management systems in line with departmental and policy priorities.</li> </ul>
	<ul style="list-style-type: none"> <li>Skilled in working with service users to identify need and arrange services to meet need.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to anticipate and respond appropriately to situations of conflict and resolve disputes.</li> </ul>
	<ul style="list-style-type: none"> <li>Good listening, negotiating and influencing skills.</li> </ul>
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<b>Skills and Abilities: (Continued)</b>	<ul style="list-style-type: none"> <li>Effective communication skills, ie. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions.</li> </ul>
	<ul style="list-style-type: none"> <li>Numeracy skills in order to understand statistical and financial data related to service provision.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to lead complex meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work in an anti-discriminatory way with service users, carers and colleagues.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work to service standards and set objectives, monitor performance against relevant indicators and demonstrate a commitment to quality in service provision.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to organise and manage own work programme and that of others.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to investigate and manage disciplinary and complaint matters.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to contribute towards the development of services in Coventry.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to manage change positively and constructively.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Significant experience in working with children and families in a statutory social care setting and demonstrable experience of decision making on case work.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of working across organisational and managerial boundaries to achieve improved outcomes for children, young people and their families.</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrable experience of being able to lead, manage, motivate and support staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Of being able to develop effective working relationships with service users, carers, colleagues, other agencies and elected members</li> </ul>
	<ul style="list-style-type: none"> <li>Of effective management of budgets, including the monitoring and projection of expenditure.</li> </ul>
	<ul style="list-style-type: none"> <li>Of recruitment and effective induction of new staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrable experience of professional management to staff and manage issues relating to staff development and performance.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.</li> </ul>
	<ul style="list-style-type: none"> <li>Registered with Health &amp; Care Professionals Council</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>
	<ul style="list-style-type: none"> <li>This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment</li> </ul>

**Reviewed:**

**Updated:**

July 2017

Human Resources