

Job Description

Department:	Family and Communities		
Division/Section:	Children's Social Care		
Job Title:	Team Manager		
Grade:	Grade 14		
Reports to Post No / Title:	Service Manager		
Line Management responsibility for:	8 – 10 staff		
CRB Check applicable?	<i>Standard</i> <input type="checkbox"/> <i>Enhanced</i> <input checked="" type="checkbox"/> <i>None</i> <input type="checkbox"/>		
Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?	<i>Yes</i> <input checked="" type="checkbox"/> <i>No</i> <input type="checkbox"/>		

Job Purpose:	<ol style="list-style-type: none"> To manage the overall decision making, planning and delivery of services to service users and their families. To manage the service and a team of staff within the legislative and procedural framework of Peterborough City Council. To manage the allocated budget of the service and team for which the Manager is responsible. To manage the development of strategic policy and procedures within the Departmental Business planning processes. To manage Children's Social Care within a Performance Management Framework that supports the priorities of the Service, Department and Council. 		
Description prepared by:	D Brayshaw		
Description agreed by postholder:	N/A	Date:	N/A
Authorised by Director:		Date:	

Main Duties and Responsibilities:

- To support staff to work collaboratively and sensitively with service users and their families and where necessary manage the complaints process.
- To be responsible for the allocation of work and implementation of Service delivery in accordance with statutory/regulatory and operational standards, policy, and procedures for the service.

3. To review services, and make recommendations for service improvement, policy development and operational standards.
4. To manage the supervision, annual Appraisal, personal development and career progression of individual team members including capability and disciplinary matters in accordance with PCC policies and procedures.
5. To engage in regular supervision and annual appraisal with the Service Manager.
6. To be responsible for staff compliance with Legislation, National Regulations, Standards and guidance and PCC policies and procedures.
7. To manage and monitor a range of delegated budgets assigned to the post.
8. To manage workforce planning, recruitment and induction of staff.
9. Maintain accurate and up to date records safely and confidentially in accordance with the Authority's policies and procedures.
10. To be responsible for the collection and analysis of performance management information and to manage this information effectively to achieve the Departments objectives, and targets for improvement.
11. To manage the Service plans and be responsible for effectively communicating strategic planning and decisions to staff through the communication strategy and team meetings.
12. To be responsible for identifying, assessing and managing risk to service users, employees, the organisation and resources arising from the work delivered by the service.
13. To ensure staff they are responsible for fulfil the requirements of registration with the GSCC in respect of conduct, professional development and National Occupational Standards.
14. Develop effective partnership working with colleagues in related teams/agencies both in terms of providing effective responses to service user's needs and the development of integrated services to fulfil the Every Child Matters Agenda.
15. To carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or service users. The post holder should counteract such practice or behaviour by challenging or reporting it.
16. To comply with all Health & Safety at work requirements as laid down by the Employer.

Flexibility Clause:	Upon request to carry out other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
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Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.</p>
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Personal Specification

JOB TITLE:	Team Manager	POST NO:	
GRADE:	14	DEPARTMENT:	Children's Social Care
DIVISION:	Family and Communities	DIRECTOR:	Sue Westcott
DATE:	February 2008	COMPLETED BY:	D Brayshaw

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE PO5	<p>In depth Knowledge and experience of the values and principles underpinning service user involvement and good Customer Care.</p> <p>Knowledge of complaints and advocacy legislation and guidance.</p> <p>In depth theoretical and operational Knowledge and understanding of the current legislative framework and procedural guidance relating to the work of Children's Social Care.</p> <p>In depth knowledge and understanding of best practice and national developments relating to the service area.</p> <p>Knowledge of performance management frameworks and management of information.</p> <p>Knowledge of the management of people within the field of Social Care</p>	<p>Involvement in workshops/ consultations/ working groups.</p> <p>A management qualification. Supervisory experience.</p> <p>Knowledge of budget/resource management.</p>
SKILLS & ABILITIES	<p>Ability to communicate skilfully and effectively verbally and in writing to a range of audiences including children, young people, parents and carers, staff and professional colleagues and Cabinet members.</p> <p>Ability to plan and prioritise the allocation of work to staff appropriate to their level of experience and which effectively responds to service users, and is compliant with policy and procedure.</p> <p>Ability to manage systems and processes relating to the employment and responsibility for individual members of staff – capability/absence.</p> <p>A demonstrable ability to analyse information to determine and plan interventions and decide and</p>	<p>Familiarity with electronic business support processes for records, calendar management, word processing etc.</p>

	<p>direct a course of action with staff with case responsibility for service users.</p> <p>Ability to transfer knowledge and skills to staff and colleagues through supervision, coaching, mentoring and co-working.</p> <p>Some previous project/management experience.</p> <p>Knowledge of financial systems and ability to manage a budget effectively through prioritising expenditure and monitoring spending pressures.</p> <p>Ability to disseminate information and facilitate business planning and consultation between staff and senior managers.</p> <p>Knowledge of risk management processes and the ability to assess and manage risk professionally [Children] and organisationally [risk to staff/resources]</p>	
QUALIFICATIONS/ EXPERIENCE	<p>Degree in Social Work or equivalent.</p> <p>Registration with the GSCC</p> <p>Ability to travel between locations.</p> <p>At least 5 years PQ experience in the field of social care.</p> <p>Prior experience of coaching/ mentoring/co-working/supervision/ practice teaching.</p>	<p>Consolidation award Specialist Children's Award</p> <p>Management qualification</p>
EQUALITY	<p>Demonstrate understanding of acceptance and commitment to the principles underlying Equal Opportunities.</p>	