

## Job Description

<b>Department:</b>	People and Communities
<b>Division/Section:</b>	Children's Services, Children's Social Care
<b>Job Title:</b>	Youth and Family Team Manager
<b>Post No:</b>	014336
<b>Grade:</b>	14
<b>Reports to:</b>	Service Manager
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<div style="text-align: center; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Youth and Family Team Manager</div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; width: 200px; text-align: center;">Senior Practitioner</div> <div style="border: 1px solid black; padding: 5px; width: 200px; text-align: center;">Social Worker x 3</div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; width: 200px; text-align: center;">Child Practitioner x 2</div> <div style="border: 1px solid black; padding: 5px; width: 200px; text-align: center;">Information Advice Officer</div> </div>
<b>Does the post involve working in regulated or controlled activity with children or vulnerable adults?</b>  <b>DBS Check applicable?</b>	Regulated <input checked="" type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/>  Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 6</b>  <b>No. of indirect reports: 7</b>
<b>Job Purpose:</b>	1. To manage the overall decision making, planning and delivery of services to service users and their families.  2. To manage the service and a team of staff within the legislative

	<p>and procedural framework of Peterborough City Council.</p> <ol style="list-style-type: none"> <li>3. To manage the allocated budget of the service and team for which the Manager is responsible.</li> <li>4. To manage the development of strategic policy and procedures within the Departmental Business planning processes.</li> <li>5. To manage Children's Social Care within a Performance Management Framework that supports the priorities of the Service, Department and Council.</li> <li>6. As part of an integrated service arrangement between Peterborough and Cambridgeshire, the post holder maybe asked to work with a child, young person, or family, living in the neighbouring local authority. This should only occur when it benefits the service user and both councils</li> </ol>
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### Main Duties and Responsibilities:

<ol style="list-style-type: none"> <li>1. Work in partnership with children, young people and their families/carers and, through building effective relationships, to elicit their needs and views and promote participation in decision making. Communicate skilfully and confidently in complex or high risk situations, applying an understanding of the benefits and limitations of partnership work.</li> <li>2. Undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service. Anticipate, assess and manage risk to children and young people in more complex situations and produce high quality assessments.</li> <li>3. Plan, implement and review a range of interventions for children, young people, families/carers in accordance with statutory/regulatory and operational standards, policy and procedures for the service.</li> <li>4. Manage a complex workload independently, establishing a network of internal and external colleagues from whom to seek advice and expertise. Model and help others with effective workload management skills.</li> <li>5. Make pro-active use of supervision to support effective practice, reflection and career development and to meet the objectives of Professional Development Reviews.</li> <li>6. Maintain accurate, up to date records safely and confidentially in accordance with the Council's policies and procedures. Produce succinct, well-structured records and reports, clearly recording and reporting analysis and judgements.</li> <li>7. Pro-actively engage with colleagues and a range of organisations to identify, assess, plan for and support the needs of children, young people, families/carers in order to promote positive change and independence, whilst demonstrating confident and effective judgement about risk to children and young people.</li> </ol>
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<p>8. Play a leading role in practice development within the team, through mentoring and modelling good practice in assessment, interventions and inter- professional and inter- agency work.</p> <p>9. 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 an oppressive or discriminatory manner towards employees or service users. The post-holder should respond to such practice or behaviour by challenging or reporting it.</p> <p>10. Meet the requirements of the Professional Capabilities Framework, Experienced Social Worker level, and of registration with the HCPC in respect of practice standards, conduct and professional development.</p>	
<p><b>Generic Responsibilities:</b></p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p><b>Flexibility Clause:</b></p>	<p>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 Council's other sections or departments.</p>
<p><b>Variation Clause:</b></p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post-holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

## Person Specification

<b>JOB TITLE:</b>	Youth and Family Team Manager	<b>POST NO:</b>	014336
<b>GRADE:</b>	14	<b>DEPARTMENT:</b>	People and Communities
<b>HOURS</b>	37 hours		
<b>DIVISION:</b>	Children's Social Care	<b>DIRECTOR:</b>	Elaine Redding
<b>DATE:</b>	July 2022	<b>COMPLETED BY:</b>	Anna Jack

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>In depth Knowledge and experience of the values and principles underpinning service user involvement and good customer care.</li> <li>Knowledge of complaints and advocacy legislation and guidance.</li> <li>In depth theoretical and operational Knowledge and understanding of the current legislative and regulatory framework and procedural guidance relating to the work of children's social care.</li> <li>In depth knowledge and understanding of best practice and national developments relating to the service area.</li> <li>Knowledge of performance management frameworks and management of information.</li> </ul>	<p>Involvement in workshops/ consultations/ working groups.</p> <p>A management qualification.</p> <p>Supervisory experience.</p> <p>Knowledge of budget/resource management</p>

	<ul style="list-style-type: none"> <li>• Knowledge of the management of people within the field of Social Care</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Ability to manage systems and processes relating to the employment and responsibility for individual members of staff – capability/absence.</li> <li>• A demonstrable ability to analyse information to determine and plan interventions and decide and direct a course of action with staff with case responsibility to service users.</li> <li>• Ability to transfer knowledge and skills to staff and colleagues through supervision, coaching, mentoring and co-working.</li> <li>• Some previous project/management experience.</li> <li>• Knowledge of financial systems and ability to manage a budget effectively through prioritising expenditure and monitoring spending pressures.</li> <li>• Ability to disseminate information and facilitate business planning and consultation between staff and senior managers.</li> <li>• Knowledge of risk management processes and the ability to assess and manage risk professionally [Children] and organisationally [risk to staff/resources].</li> </ul>	<p>Familiarity with electronic business support processes for records, calendar management, word processing et</p>

<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Degree in Social Work or equivalent.</li> <li>• Registration with Social Work England</li> <li>• Ability to travel between locations.</li> <li>• At least 5 years post qualifying experience in the field of social care</li> <li>• Prior experience of coaching/ mentoring/co-working/supervision/ practice teaching.</li> </ul>	<p>Management Qualification.</p> <p>Practitioner or management experience in children's services</p>
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding of acceptance and commitment to the principles underlying Equal Opportunities.</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care.</li> </ul>	