

Job Description

Department:	People's and Communities
Division/Section:	Children Services - Fostering
Job Title:	Team Manager
Post No:	
Grade:	GR14
Reports to:	Service Manager
Job Purpose:	<ol style="list-style-type: none"> 1. To manage the overall decision making, planning and delivery of services to service users and their families. 2. To manage a team of staff within the legislative and procedural framework of Peterborough City Council. 3. To manage the allocated budget of the team for which the Manager is responsible. 4. To contribute to the development of strategic policy and procedures within the Departmental Business planning processes 5. To manage Children's Social Care (Fostering) within a Performance Management Framework that supports the priorities of the Service, Department and Council 6. To lead and contribute to the development of the service area.
Does the post involve working in regulated or controlled activity with children or vulnerable adults? CRB Check applicable?	Regulated Enhanced X
	<p>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Line Management responsibility for:	No. of direct reports: 8 No. of indirect reports: None
Size of budget:	

Main Duties and Responsibilities:

1. Work in partnership with children, young people, and their families and foster carers and, through building effective relationships, elicit their needs and views and promote participation in decision making.
2. Communicate skilfully and confidently in complex or high-risk situations, applying an understanding of the benefits and limitations of partnership work.
3. Undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service. Anticipate, assess, and manage risks to children and young people in more complex situations and produce high quality assessments.
4. 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.
5. 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.
6. Participate in the out of hours Foster Carers Support Line rota. Providing essential guidance and advice to the Fostering Community in Peterborough. This requires liaising with the Council's Emergency Duty Team and timely recording of activity undertaken on the carers and child's electronic records.
7. To manage the service and the staff in accordance with the National Minimum Standards (NMS) applicable to the provision of fostering services. The NMS, together with Regulations relevant to the placement of children in foster care such as the Fostering Services (England) Regulations 2011 (the 2011 Regulations), form the basis of the regulatory framework under the Care Standards Act 2000 (CSA) for the conduct of fostering services.
8. Engage in regular supervision and participate in regular performance reviews through the Our Conversations process. Make pro-active use of supervision to support effective practice, reflection and career development and to meet the objectives.
9. 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.
10. 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.
11. 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.
12. 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 postholder not to act in a prejudicial or discriminatory manner towards employees or service users. The postholder should counteract such practice or behaviour by challenging or reporting it.
13. To comply with all Health & Safety at work requirements as laid down by the Employer.
14. 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.	
Generic Responsibilities:	<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 & 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>
Flexibility Clause:	Other duties and responsibilities express 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.
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. This procedure will be conducted by the appropriate manager in consultation with the postholder.</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

JOB TITLE: Team Manager **POST NO:**

GRADE: 14 **DEPARTMENT:** Corporate Parenting

HOURS: **TEAM:** Fostering Service

DIVISION: Children's Services **DIRECTOR:** John Gregg

DATE: **COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> In depth Knowledge and experience of the values and principles underpinning service user involvement and good customer care. Knowledge of complaints and advocacy legislation and guidance. 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. In depth knowledge and understanding of best practice and national developments relating to the service area. Knowledge of performance management frameworks and management of information. Knowledge of the management of people within the field of Social Care 	<p>Involvement in workshops/consultations/working groups.</p> <p>A management qualification.</p> <p>Knowledge of budget/resource management</p>

SKILLS & ABILITIES	<ul style="list-style-type: none"> • 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. • 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. • Ability to manage systems and processes relating to the employment and responsibility for individual members of staff – capability/absence. • 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. • Ability to transfer knowledge and skills to staff and colleagues through supervision, coaching, mentoring and co-working. • Some previous project/management Experience. • Knowledge of financial systems and ability to manage a budget effectively through prioritising expenditure and monitoring spending pressures. • Ability to disseminate information and facilitate business planning and consultation between staff and senior managers. • Knowledge of risk management processes and the ability to assess and manage risk professionally [Children] and organisationally [risk to staff/resources]. 	<p>Familiarity with electronic business support processes for records, calendar management, word processing etc</p>
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Degree in Social Work or equivalent. • Registration with Social Work England • Ability to travel between locations. 	<p>Management Qualification.</p> <p>Practitioner or management experience in children's services</p>

	<ul style="list-style-type: none"> • At least 5 years post qualifying experience in the field of social care • Prior experience of supervision coaching/ mentoring/co-working / practice teaching 	
EQUALITY	Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	