

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Team Manager
Salary:	Salary: £55,783 - £59,010 per annum
Grade:	15
Hours:	37 hours per week
Team:	Disabled Children's Team – North
Service Area:	Children's Services
Primary Location:	Samuelson House, Banbury and Home Working
Budget responsibility:	Yes
Responsible to:	Service Manager/Head of Service, Disabled Children
Responsible for:	Disabled Children's Team North

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- Responsible for managing a social care team, ensuring that children, young people, and families in need of help and protection receive timely, high quality assessment and relevant support and intervention, to identify and meet their needs, and reduce risks.
- Supporting the Service Manager/Head of Service in the continual development, delivery and review of services for children, young people and their families, to ensure that Oxfordshire's vulnerable children are protected from significant harm, their life chances are maximised and that timely permanency plans are implemented for children unable to remain within their birth families.
- Responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.
- Responsible for effective management of the team's budget.

### Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. Ensuring that the Council performs its statutory duties to assess, support and safeguard children, young people and their families.

2. Ensuring that effective arrangements are in place to secure the well-being and health & safety of all team employees.
3. Supporting the development of the Council's policies, processes, practices and systems, contributing to and ensuring that they are current, of a high standard, conform to best practice, comply with relevant legislation and meet Council requirements.
4. Taking responsibility for ensuring that plans for children are implemented in accordance with statutory and Council requirements and timescales.
5. Ensuring that all team members keep abreast of the Council's changing legal and statutory obligations to children and families.
6. To ensure the team has in place appropriate systems and procedures to prioritise and manage demands on the service by allocating staff and resources appropriately, in accordance with social care assessed need and OCC policies.
7. Keeping abreast of changes to policy and procedures and plan for consequent changes to services.
8. Ensuring that team staff engage and build positive relationships with children, young people and families to ensure that their needs are at the heart of the delivery of services.
9. Promoting restorative and relationship-based practice, including preventing changes of social worker or children's practitioner for children and families wherever possible.
10. Promoting continual service improvement to contribute to improved life chances for children, young people and their families through effective quality assurance of casework.
11. Undertaking monthly audits in line with the service's quality assurance requirements.
12. Responding to complaints/concerns raised about services delivery or actions of the team, within required timescales.
13. Building and promoting successful partnership working across agencies and with children and young people and their families, to deliver cost effective and valued services.
14. Developing and embedding a performance culture within the team, to ensure targets are met and poor performance is effectively managed; monitoring the team's performance with reference to local and key performance indicators for children's social care services, using relevant performance and statistical reports as required.
15. Ensuring the effective provision and delivery of case supervision in respect of all children subject to plans in the team, and individual professional supervision for all workers in the team.
16. Provide positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority, pace and leading people in an inclusive way to deliver strategic and operational objectives.
17. Using internal/external relationships to obtain feedback on services and as such evaluate their effectiveness and make recommendations to make appropriate changes.
18. Tackling workers' under-performance in accordance with the Council's Capability & Disciplinary Procedure as required.
19. Effective management of the team's budget.
20. Ensuring that team staff consistently work in accordance with anti-discriminatory and oppressive practice principles, challenging discrimination when required.
21. Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

If you are appointed to this post, you will be expected to abide by the Practice Standards of Social Work England: [Professional standards - Social Work England](#)

## **Health and Safety**

You must ensure you are fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager, including ensuring that:

- All new employees, that you manage are fully inducted into their role.
- Your team are regularly reminded of key issues and responsibilities.
- Your staff undertake appropriate health and safety training, including refresher training as necessary. You carry out risk assessments, and implement them, for processes, operations and activities under your control.
- Health & Safety is a standing item at Team Meetings.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all matters related to health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
<b>Job related aptitude and skills:</b>	
Social Work Qualification and registration with Social Work England	A, D
Ability to plan and manage time effectively	A, I
Interpersonal and communication skills	A, I
Ability to form positive working relationships with children, families and a range of colleagues across agencies	A, I
Ability to communicate clearly in writing for young people and their families and for professionals	A, I
Ability to work independently and to offer flexible support to colleagues when needed.	A, I

Ability to attend work regularly and on time and offer flexibility in line with service needs.	A, I
Understanding and knowledge of children's development, needs and the impact of neglect/abuse	A, I
Excellent ICT skills	A, I
Ability to identify workers' strengths and area for development and support their development through supervision, modelling and the promotion of relevant training	A, I
Solution – focused approach to challenges	A, I
Ability to maintain professional curiosity, challenge appropriately where necessary and utilise professional difference to ensure best outcomes for children.	A, I
<b>Personal Qualities</b>	
Demonstrates a high level of motivation, commitment, and flexibility	A, I
Ability to engage children, young people families who are resistant to intervention	A, I
Willingness to support and challenge workers in need of support and/or challenge	A, I
Ability to support children, young people and families in acute distress	A, I
Ability to work in stressful, demanding environments and support colleagues as required.	A, I
Overriding commitment to children's safety and welfare, and willingness to take action to safeguard children in need of protection.	A, I
Ability to use initiative and innovate, within governing policies and procedures.	A, I
Strong level of resilience and emotional intelligence.	A, I
<b>Special Requirements</b>	
Satisfactory enhanced Disclosure and Barring Service clearance.	A, I
Ability to travel independently to a variety of settings, sometimes at short notice	A, I
Ability to work flexibly in line with service needs.	A, I
Awareness of health and safety legislation as detailed in the job description for the position.	A, I
<b>Equal Opportunities</b>	
Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services	A, I

Desirable Criteria	Assessed By:
Management training and qualification	A, I, D

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre-employment checks specific to this role include:

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input checked="" type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g., long journeys



	pulling) of people (including pupils) or objects		driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

