**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 Grade:  | Salary: £55,783 – £59,010 | Grade: 15  |
| Hours:  | 37 hours / week  |
| Team:  | Team Manager – Working across all Care Leavers |
| Service Area:  | Children’s Services  |
| Primary Location:  | County wide  |
| Budget responsibility:  | Yes  |
| Responsible to:  | Service Manager  |
| Responsible for:  | Supervision management and support to staff.  |
| **Job Purpose** This is a brief overview of the key objectives of the job including the context within the Leaving Care Service.   |
| Responsibility for managing a team, ensuring that young people receive first class pathway plans and timely support to meet their needs and identify/manage risks.  Supporting the Service Manager in the development, delivery and review of services for young people, so that Oxfordshire’s care experienced young people are protected from significant harm, their life chances are maximised and that looked after children are supported with planning for their independence, in transition to adulthood. Ensure that Care Leavers, including unaccompanied young people can access their entitlements made through the Leaving Care Local Offer, ensuring this is outlined in their Pathway Plan.Partnership working with key stakeholders with Corporate Parenting responsibilities ie district housing, DWP, Adults Social Care, Education, Health and others as deemed appropriate. Engage with Family Solutions Plus, Children We Care for and Children with Disabilities Services in pathway planning and service improvements for care experienced young people.The post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.  To take full responsibility for the Management and supervision of staff, ensuring that effective arrangements are in place to secure the well-being and the health & safety of all employees and people delivering services for the Council.Be responsible for recruitment, retention, staff development and H&S.  |

|  |
| --- |
| **Job Responsibilities** This is a list of the main duties or tasks that the post holder will be expected to undertake. 1. Writing reports and making presentations to portfolio management groups, panels and ensuring high quality representation as appropriate for the service.
2. Ensuring that the Council performs its duties and functions in fulfilment of its statutory obligations by reviewing, evaluating, and recommending the necessary action to amend service processes, practices and systems that lead to improved service delivery.

 1. 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 /leaving care and a young person’s assessed need and OCC policies.
2. Being aware of changes to policy and procedures and plan for consequent changes to services
3. Undertaking monthly team audits in line with the service’s quality monitoring requirements and ensure any subsequent actions are driven forward in case supervision.
4. Deliver the Council’s customer service strategy, giving prompt attention to any complaints/concerns raised about the services/decision making of the team.
5. Developing and embedding a performance culture within the team, to ensure targets are met and poor performance is effectively managed and to monitor the team’s performance with reference to local and key performance indicators for care experienced young people, producing performance and statistical reports as required.
6. Lead on areas of development as part of the continuous improvement of the service.
7. Effectively managing risk, lead change and deliver complex outcomes through the effective management of a team and/or by acting as the specialist lead.
8. Maintaining effective systems for monitoring, reviewing, and evaluating staff and own performance

against the team’s objectives within the Service Plan. 1. Management of the budget, in line and in compliance with financial delegation, ensuring compliance with policy and procedures.
2. 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 objective.
3. Using internal/external relationships to get feedback on effectiveness of services delivered, continuously re-evaluate these services and make recommendations for, or act to make appropriate changes.
4. Contribute to own professional development and that of the team and service.
5. 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.
 |
|  1. Leadership and management of a team, responsible for effective service delivery, recruitment, induction, demand management, performance monitoring, training, and workforce planning methods to support the team’s development and performance.
2. Accountable for effective case allocation, using supervision and analysis of management reports to ensure optimum case management and resolution, to monitor and evaluate outcomes of services against agreed standards.

 1. Accountable for effective team budget management, compliance with financial rules, identifying pressures and savings and bringing in a balanced budget.

If you are appointed to this post you will be expected to abide by the Practice Standards of Social Work England  <https://www.socialworkengland.org.uk/standards/professional-standards/> **Health and Safety**  You must ensure you all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager Including ensuring:  * All new employees, that you manage, are fully inducted into their role.
* Your team are regularly reminded of key issues and responsibilities.
* Your staff are set appropriate targets at appraisals.
* 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 regular topic 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 issues involving 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.](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values)

|  |  |
| --- | --- |
| **Educational achievements, Qualifications, Training and Knowledge:** * Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW). Or undertaking a Social Work qualification.
* If qualified must be registered with the Social Work England
 |   |

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.

Assessed

**Essential Criteria** By:

|  |  |
| --- | --- |
| * Proven ability to advise and make decisions on complex cases and the responsibility for making such decisions.
* Will need to demonstrate a clear understanding and present a compelling picture of the direction the service is going and communicates it with energy and enthusiasm. Promotes working together as one department, to maximise resources and minimise duplication.
* Actively use, organise, and analyse information, to inform the management processes.
* Ability to monitor work plans, to ensure performance standards are achieved, in terms of consistency and quality.
* Ability to identify and a willingness to challenge discrimination to ensure equality of opportunity for staff and young people.
* Must demonstrate sound knowledge and understanding of statutory duties and compliance in relation to care experienced young people.
* Excellent communication both verbally and in writing, structures ideas and information which results in clarity, understanding and impact
 |  |
| **Job related aptitude and skills:** * Time management skills
* Interpersonal and communication skills
* Ability to form positive working relationships with a range of colleagues across agencies.
* Ability to write reports for young people and their families.
* Ability to work independently but also to offer flexible support to colleagues when needed.
* Ability to work as part of a team under direction of managers/clinical leads.
* Ability to attend work regularly and on time.
* Understanding and knowledge of adolescent issues
* Good ICT skills
 |   |
| **Personal qualities:** * Demonstrate motivation, commitment, flexibility, and interest in supporting young people.
* Willingness to support a team working to achieve positive outcomes for young people.
* Ability to work in stressful environments and support colleagues.
* Is committed to ensuring that a young person’s welfare is paramount, and to taking necessary to protect young people.
* Is flexible and able to use their initiative, whilst accepting the need to work within policies and procedures.
* Strong levels of resilience
 |   |
| **Special Requirements:** * Satisfactory enhanced Disclosure and Barring Serviceclearance*.*
* Ability to travel independently to a variety of settings, sometimes at short notice.
* Ability to promote the department’s image.
* Awareness of health and safety legislation as detailed in the job description for the position.
 |   |
| **Equal Opportunities:** • Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.  |   |

**Desirable Criteria** Assessed

By:

|  |  |
| --- | --- |
| **Educational achievements, Qualifications, Training and Knowledge:**  • Management training and qualification  |   |

## 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 [Preemployment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Enhanced Disclosure and check with Children’s and  | Barring Service Adults Barred List  | ☐  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check)  |
|   | Enhanced Disclosure and check with Children’s Barr | Barring Service ed List  | ☐  | Enhanced Disclosure and Barring Service check with Adults Barred List  |
| ☐  | Standard Disclosure and B | arring Service check  | ☐  | Basic Disclosure  |
| ☐  | Disqualification for Caring f (Education)  | or Children  | ☐  | Overseas Criminal Record Checks  |
| ☐  | Prohibition from Teaching  |  |   | Professional Registration  |
| ☐  | Non police personnel vettin | g  | ☐  | Disqualification from Caring  |
| ☐  | 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 & 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).  |
| ☐ Provision of personal care on a regular basis  | ☐  | Driving HGV or LGV for work  |
| Regular manual handling (which includes ☐ assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects  | ☐  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)  |
| ☐ Working at height/ using ladders on a regular/ repetitive basis  | ☐  | Restricted postural change – prolonged sitting  |
| ☐ Lone working on a regular basis  | ☐  | Restricted postural change – prolonged standing  |
| ☐ Night work  | ☐  | Regular/repetitive bending/ squatting/ kneeling/crouching  |
| ☐ Rotating shift work  | ☐  | Manual cleaning/ domestic duties  |
| ☐ Working on/ or near a road  | ☐  | Regular work outdoors  |
| ☐ Significant use of computers (display screen equipment)  |   | Work with vulnerable children or vulnerable adults  |
| ☐ Undertaking repetitive tasks  |   | Working with challenging behaviours  |
| ☐ Continual telephone use (call centres)  | ☐  | Regular work with skin irritants/ allergens  |
| ☐ Work requiring hearing protection to noise above action levels) (exposure  | ☐  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| ☐ Work requiring respirators or masks  | ☐  | Work with vibrating tools/ machinery  |
| ☐ Work involving food handling  | ☐  | Work with waste, refuse  |
| ☐ Potential exposure to blood or bodily fluids  |   | Face-to-face contact with members of the public  |
| ☐  | 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.



Version 2.0 2019-10-16