**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

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| Job Title: | Assistant Team Manager – Permanence Support Team |
| Salary: |  39- £48,710- 42 - £51,802 |
| Grade: | Grade 13 |
| Hours: | 22 |
| Team: | Permanence Support Team  |
| Service Area: | Adopt Thames Valley Regional Adoption Agency   |
| Primary Location: | Woodley  |
| Budget responsibility: | ATV700 Management Recharges  |
| Responsible to: | Emma Griffin  |
| Responsible for: | The supervision of Social Workers and Team Projects  |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.1. To assist the Team Manager(s) in the operational management of the team, ensuring the highest standards of service are provided, within the standing orders and scheme of delegation.
2. Direct responsibility for supervising some of the staff team, and to assist the Team Manager(s) with supporting and developing the staff team.
3. To share the responsibility for overviewing specific aspects of the team/service, taking a lead role in specific areas.
4. To contribute to and share the responsibility for service development, taking a lead role in specific areas.
5. To assist the Team Manager(s) in ensuring sound and continually improving practice by practitioners in the team, and in ensuring that services are delivered and developed according to relevant legislation and policy and Adopt Thames Valley policies procedures and guidance.
6. To advocate for the team and for our service users, promoting opportunities for developing awareness and understanding of the needs of adoption and special guardianship CYP and families, adults affected by adoption and birth families.
7. To provide post adoption support services to other adults affected by adoption, including birth relatives where required
8. This post holder is responsible for ensuring that all relevant Safeguarding and Child Protection policies are adhered to, and concerns are raised in accordance with these policies.

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## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.**MAIN DUTIES:** 1. To assist the Team Manager(s) in the operational management of the team, ensuring the highest standards of service are provided, within the County Council’s standing orders and scheme of delegation. 2. To deputise for the Team manager(s) and to take responsibility for aspects of the day to day running of the team. 3. To assist the Team Manager(s) with the team’s operational systems, and to accept responsibility for the development and implementation of specific operational systems. 4. To assist the Team Manager(s) with the team’s procedural systems, and to accept responsibility for ensuring specific procedural systems are maintained and managed according to agreed standard. 5. Contribute to the monitoring and control of the team budget. 6. To assist the Team manager(s), as delegated, in developing the team’s use of evaluation and outcome measures. 7. To contribute to continuously improved performance, and to support inspection, performance assessment and best value processes, including assisting the Team manager(s), as delegated, to collect key information, data and outcome measures. 8. Contributing to the planning and development of staffing structures and allocation, and to assist the Team manager(s), as delegated, in the recruitment of staff. 9. To assist the Team manager(s), as delegated, in supporting and managing the staff team; accepting delegated responsibility for specific areas of the teams work, such as attendance management, performance management, continuing personal development, equality and diversity, or health and safety in accordance with OCC policies and processes. 10. Take direct responsibility for supervising staff11. To undertake some case holding responsibilities as agreed with the Team Manager. 12. To assist the Team Manager(s) in ensuring sound and continually improving practice by practitioners in the team. To take direct responsibility for aspects of the quality assurance role, such as reviewing record keeping and other relevant areas; and supporting, managing and monitoring staff, processes, structures and practices to ensure staff understand and deliver on key performance targets. *13.* To assist the Team Manager(s) in developing the staff team to reach their potential, including taking specific responsibilities in relation to new members of staff and newly qualified members of staff. *14.* To share responsibility for identifying training needs; participating in designing and facilitating training for team staff, other professionals and service users, in conjunction with the learning and development team, independent trainers and other teams/organisations.*15.* To assume specific responsibilities where appropriate to support the staff team, for example, acting as an experienced consultant to less experienced team members; chairing multi-agency meetings where necessary; liaising with other teams/agencies and managers where necessary. 16. To share responsibility for ensuring sound and continually improving practice by practitioners in the team, and in ensuring that services are delivered and developed according to relevant legislation and policy and Adopt Thames Valley policies procedures and guidance. 17. To assist the Service Manager and Team Manager in the planning and development of service and team plans. 18. Take a lead role in specific areas of service development. 19. To assist the Team Managers in building and maintaining positive and effective working relationships with other professionals and teams, within and outside the region, working co-operatively with them to support the appropriate delivery of high-quality services to children and adoptive families. 20. To assist the Team Managers in developing processes for working effectively with other professionals and teams, within and outside the region, to support the appropriate delivery of high-quality services to children and adoptive families. 21. To advocate for the team and for our service users, promoting opportunities for developing awareness and understanding of the needs of adoption and special guardianship CYP and families, adults affected by adoption and birth families. **TASKS** **1, For Managers** - you must ensure you all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager including the need to ensure  All new employees, that you manage, are fully briefed at induction  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 * To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements
* To maintain written records, prepare reports and complete administrative tasks as required by the Department and agencies
* To bring to the attention of the Line Manager any factors affecting the maintenance of legal or Departmental requirements or standards, or any matter of concern relating to the safety or protection of children
* In consultation with Line Manager, to identify learning needs and to participate in training events and other learning opportunities
* To maintain management information systems as required
* To provide information for users/potential users regarding the nature and availability of resources
* To take responsibility for personal contribution to the supervision, appraisal and development processes and procedures
* To participate in Team Meetings, sharing responsibility and accountability for the quality of the service provided
* Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures
* Have the ability to visit clients and attend meetings across the county and at short notice. The post holder will need access to a car in order to meet business needs and occasionally will have to travel out of county which may involve overnight stays
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# 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).

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.

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| --- | --- |
| Essential Criteria | Assessed By: |
| To maintain management information systems as required.  | I |
| Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures.  | I |
| To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements. | I/A |
| To have three years post qualifying experience, including within adoption. | D/A |
| To provide information in respect of how they would complete a schedual two intervention  | I      |
| To provide information for users/potential users regarding the nature and availability of resources. | I |
| To be able to use effective communication skills to facilitate good working relationships with services users  | A/I |
|       |       |
| Desirable Criteria | Assessed By: |
| To have worked with adopted children or adults in a direct work capacity  | A/I |
| Ability to organise and prioritise own work load  | I/A |
| To have previous supervisory experience  | A/I |
|       |       |

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

Additional pre employment checks specific to this role include:

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and 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 Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | 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 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).

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| [x]  | 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 | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | 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 |
| [x]  | 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 (exposure to noise above action levels) | [ ]  | 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 | [x]  | 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.