

# JOB DESCRIPTION

**WARRINGTON**  
Borough Council



<b><u>DIRECTORATE:</u></b>	<b>Families and Wellbeing</b>
<b><u>SERVICE:</u></b>	<b>Children's Social Care</b>
<b>JOB TITLE:</b>	<b>Team Manager – Children in Need / Children in Care &amp; Leaving Care</b>
<b>GRADE:</b>	<b>10</b>

**LOCATION OF WORK:** As required across all work locations within Warrington Borough Council and outside the geographical area as required through service provision

**DIRECTLY RESPONSIBLE TO:** Service Manager

**DIRECTLY RESPONSIBLE FOR:** Senior Practitioners, Social Worker's, ASYEs, students

**HOURS OF DUTY:** 37 per week

## **PRIMARY PURPOSE AND SCOPE OF THE JOB:**

- To oversee a team to ensure effective provision of a statutory social work service to children and families working within local and national guidance and legislation.
- To embed and adopt our systemic model of practice rooted in relational work with families, which emphasizes people's relationships as key to understanding their experiences.
- To equip and support social workers to implement evidence based interventions to instigate change to improve outcomes for vulnerable children and families
- To be responsible for the day-to-day management of senior practitioners, social workers and other practitioners working with complex and challenging children and family cases, ensuring that services are delivered to the highest achievable professional standards, meet key measurable objectives and operate within clear and up to date operational policies.
- Help to shape and influence an environment, which enables excellent practice by setting high standards and motivating others to do the same. Lead by example, showing integrity, creativity, resilience and clarity of purpose; being visible and accessible to staff, children and families.
- To support the Service Manager in the oversight of wider service developments to ensure we create the conditions where great social work practice can flourish.
- To deputise in the service managers absence on his / her behalf.

## **WORKING RELATIONSHIPS:**

The following list is not exclusive but represents the majority of services/personnel that the post holder will be expected to have working relationships with, some more frequent than others:

- Children, young people and their families/carers
- Conference and Review Managers, Team and Service Managers, staff with particular responsibility for a service area e.g. legal officers, fostering, adoption
- Partners in other Divisions within the Directorate.
- Partners in other Council Directorates, particularly legal services, housing advice
- Partners in Health Trusts, particularly those with responsibilities in working with children and families such as midwives, health visitors, named nurses, etc.
- Partners in criminal justice agencies such as the Police Service, Probation Area, and Youth Offending Team
- Partners in voluntary sector services, particularly those services that have contractual relationships with the Division
- Leadership team of Families & Wellbeing, Director of Children's Services, Operational Directors, Heads of Service and other Senior Officers within the Council
- Elected members.

#### **KEY TASKS AND ACCOUNTABILITIES:**

1. Provide a safe, calm and well-ordered environment for all staff.
2. Ensure the effective allocation of work within the team, ensuring that high priority work is accorded the appropriate status; making certain that un-allocated work is safely managed.
3. Provide regular professional and reflective supervision for team members (social workers and other practitioners who are based within the team)
4. Monitor, evaluate and review performance targets, identify poor performance and take necessary action.
5. Promote reflective thinking to drive effective discussions to enable reasoned and timely decision-making
6. Identify individual training needs and develop plans for individual members of staff.
7. Help practitioners to make decisions based on observations and analysis, taking account the wishes and feelings of children and families.
8. Participate in the recruitment and selection of new staff and progression panels for existing staff.
9. Oversee induction programme for new members of the team.
10. Support the ASYE programme and wider social work academy of training as we embed systemic practice and the Knowledge and Skills System into practice.
11. Respond and liaise with the public, professionals and colleagues using appropriate methods of communication, recording as required on the appropriate system.
12. To have strategic oversight of the entire team including having a clear vision and understanding of collective strengths and weaknesses.
13. To chair strategy meetings and child protection core groups and child in need meetings as required.

14. To respond (in conjunction with the service manager) to complaints and requests for information from members of the public, Councillors and MPs and to Freedom of Information Act requests.
15. To ensure the work of the service meets the expectations of external bodies e.g. Court, Fostering Panel, and Adoption Panel.
16. To have devolved responsibility for the management of budgets within the designated service area.
17. To ensure compliance with ICS requirements and use of departmental children's information record. (Mosaic).
18. To take responsibility for own continuing professional development, maintaining an up-to-date and accurate record of activities in line with requirements of the social work regulator.
19. To contribute to the development of the service as an active member of the management team; contributing to the annual service plan, management team meetings and deputising for the service manager in his/her absence and to provide cover for other managers as appropriate.
20. To be responsible for the development of effective working links between the team, service users, health, education, the voluntary sector and other section within the Council.
21. To represent Families and Wellbeing Directorate at working parties, inter-agency forums and other groups as required.
22. To ensure that the development of the service is informed by changes in legislation, developments in research and policy development and are sensitive to the wider political context.

#### **GENERAL RESPONSIBILITIES:**

1. To comply with the statutory obligations of the Council and the Directorate.
2. To comply with all Health and Safety requirements in the performance of all duties.
3. To carry out all duties with due regard to confidentiality and data protection.
4. To comply with the HCPC Code of Conduct.
5. To undertake any other duties as may be allocated from time to time, which are deemed to be commensurate with the designation and grading of the post.
6. A commitment to work outside of normal working hours as and when required.

#### **REVIEW ARRANGEMENTS:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

**Date Job Description prepared/revised:  
Prepared/revised by:**

**22 October 2018  
Amanda Amesbury**