

OXFORDSHIRE COUNTY COUNCIL

Children, Young People & Families Directorate

JOB DESCRIPTION

Job Title: Assistant Team Manager

Service: Children & Families

Grade: 13 (Scp 45 – 48)

Hours: 37 hours per week

Responsible to: Team Manager

Responsible for: Supervision of some of the social workers and the family support worker

Budget responsibilities: Delegated responsibility as agreed by Team Manager

Main Purpose(s) of the job:

1. To assist the Team Managers 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 ensure that services to users are delivered and developed according to departmental policies procedures and guidelines.
3. To ensure that services are planned and delivered in a way that maximises participation and reflects Children's Rights in relation to services being provided and in the way that children, young people and families are worked with.

This post holder is responsible for ensuring that all County Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies

Main Duties:

The dimensions of the post will include:

- Direct client contact via supporting staff with their casework, seeing office callers, attending meetings where parents are present etc
- Staff supervision and support, team co-ordination and development work, including workload management, appraisals and performance management.

- Delegated responsibility for other identified tasks in order to support the Team Manager and increase management capacity within the team.

1. Departmental / legal procedures

To assist, as delegated, in the implementation of departmental policies and procedures within statutory requirements. This will include:

- Ensuring the implementation of relevant legislation.
- Being involved in the quality standards framework.
- The promotion of multi-agency partnerships and working.

2. Management role

The Assistant Team Manager will be responsible for the development and implementation of key operational systems. This will include:

- Deputising for the Team Manager and taking responsibility for aspects of the day to day running of the team.
- Ensuring procedural systems are maintained and managed according to agreed standards.
- Chairing network meetings, multi agency case discussions/reviews and planning meetings
- The development and implementation of locality working.
- Ensuring records and information systems are kept accurately.

3. Performance Management

To ensure the performance of individual workers managed and the team as a whole is in line with the key performance indicators and all poor performance addressed through the County's '6 steps' and appraisals.

4. Supervising role

To provide supervision as delegated, to Social Workers, Family Support Workers, Students and Sessional Workers. This task includes:

- Assuming parity of casework decisions
- Monitoring workloads and practice
- Enabling professional / personal development
- Identifying and facilitating induction / training needs.
- Ensuring accurate and timely supervision records are kept
- Undertaking appraisals
- Informing the Team Managers of any relevant case or issues which may have implications for staff members or others relating to policy / departmental strategy.

5. Control of resources

- Contribute to the monitoring and control of the staffing and community support budget.

- Contribute to the planning and development of staffing structures and allocation.

6. Service Planning

- To assist the Team Manager in the planning and development of service and team plans.

7. General

- To develop, implement and oversee the *Newly Qualified Social Workers Scheme*
- To assume specific responsibilities where appropriate (for example, contributing to training programmes and acting as an experienced consultant to less experienced team members)
- To accept delegated responsibility for specific areas of the teams work (for example monitoring the progress of Looked After Children; creating team rotas; overseeing the team's leave / TOIL / training processes)
- To contribute to departmental research into agency functioning and client need.

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
- Report any health and safety concerns to your line manager as soon as practicable

Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location

Selection Criteria

Directorate: Children, Education & Families

Job Title: Assistant Team Manager

Job Ref. No:

Grade: 13

| Educational achievements, Qualifications, Training and Knowledge: |
|---|
| <p><i>Essential</i></p> <ul style="list-style-type: none">* Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent* Must be registered with the HCPC, or able to prove in the process of registering* Relevant post qualification training.* Willingness to undertake further post-qualifying training.* Knowledge and analysis of current policy issues.* Knowledge and awareness of Children’s Rights issues.* Knowledge and training of legislation, statutory procedures and duties* Advanced (ABET) Child Protection training.* Knowledge of all areas of teams work* Willingness to undertake basic management training.* Awareness of key values and directorates initiatives. |
| Experience: |
| <p><i>Essential</i></p> |

- * Substantial experience of Children & Families work in Social Services, with post-qualifying case management
- * Is committed to working in partnership with parents, children and young people.
- * Experience of inter-agency working
- * Experience of supervising staff
- * Experience of managing the duty system

Job related aptitude and skills:

Essential

- * Active communication - communication skills with all age groups and interpersonal skills
- * Motivating and influencing - Able to supervise staff and act in consultative way to colleagues
- * Delivering results - Able to make assessment planes, to set goals and to achieve targets
- * Strategic awareness
- * Improving performance
- * Decision making make decisions regarding Child Protection investigations and case management
- * Customer focus - Able to prioritise children's needs - Child-focused approach to work
- * Clear, structured and concise report writing and record keeping
- * Intra and Inter Departmental liaison skills
- * Commitment to high standards of professionalism
- * Ability to maintain up-to-date knowledge of the latest related research.
- * Able to chair meetings and deputise for the Team Manager
- * Competent in the use of relevant IT systems

* Able to represent the Team Manager and the team in an interagency context

Personal qualities:

Essential

- * Able to consider needs of team as a whole and service generally
- * Commitment to all aspects of anti-discriminatory practice
- * Presentation of service requirements in a constructive and positive way
- * Personal effectiveness - able to balance own workload with needs of the wider team
- * Use of initiative within department and legal constraints
- * Flexibility to meet needs of service
- * Credibility

Special Requirements:

Essential

- * Ability to travel to different locations over a wide geographical area (in and out of county)
- * Flexibility in working arrangements to meet operational requirements
- * Satisfactory enhanced Criminal Records Bureau disclosure
- * Ability to help develop integrated working with other teams in Children, Young People & Families

Equal Opportunities:

Essential

- * Commitment to and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.

Educational achievements, Qualifications, Training and Knowledge:

Desirable

- * Additional relevant training course (in service or external)
- * Supervision course

* Child Care Award / PQ1 holder or other relevant post-qualifying training.

* Additional management training

Experience:

Desirable

* Co-working cases

* Consultancy / training

* Specialist areas of work / client group

* Inter –agency liaison

* Supervision

* Project work

* Representing Directorate at inter- agency and senior management level

* Financial management

Job related aptitude and skills:

Desirable

* Attention to detail without losing sight of wider context

* Taking responsibility for team issues in the absence of the Team Manager

* Ensuring less experienced staff are supported at all times in Team Managers absence

Personal qualities:

Desirable

* Some knowledge and appreciation of Team Manager's role

* Ability to promote departments image

* Ability to ensure systems and processes are adhered to

* Ability to understand, collect and analyse data

