



Job description			
Job title	Team Manager		
Grade	Band Q SPC48-49		
Directorate	Children's Services		
Service/team	Cared Experienced People's Team		
Accountable to	Service Manager		
Responsible for	Personal Advisors		
JE Reference		Date Reviewed	April 18

### Purpose of the Job

To manage and develop the delivery of Children's Social Care services by leading, motivating, organising and ensuring the supervision of a team of staff. To ensure the effective delivery of a range of high quality, cost effective services to meet individual needs, with a key focus on key performance and quality assurance measures. Under the supervision of a specified Head of Service / Group Manager, the post-holder will ensure that the needs of children, young people and their families are identified, safeguarded, met and monitored in accordance with the requirements of the Children Act, Service policy, procedures and other relevant requirements. This will also include the management and supervision through meeting various legislative and regulatory standards.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Promote the welfare and safeguarding of children, young people and their families in Adoption in Merseyside with Knowsley as the host LA.
2. To meet statutory duties within the legislation and regulatory framework.
3. Ensure assessments and planning actively promotes the participation of children, young people and their families; and the engagement of all relevant agencies involved in the adoption process.
4. Take responsibility for ensuring the delivery of a high quality and effective service, in accordance with key performance indicators and service targets.

5. To provide regular professional supervision in accordance with Council procedures to Social Workers and where applicable, non-qualified staff that demonstrates clear management oversight and decision making, is reflective, and is both supportive and challenging in nature.
6. To monitor and manage the performance of staff, including regular scrutiny of casework, the use of performance indicators and targets and completion of audits.
7. To prioritise and allocate work within the team to maintain service delivery and to ensure that eligible adopted children, young people and their families have their needs met in a timely and thorough fashion.
8. Ensure the regular use of quality assurance processes in the scrutiny of and identify any additional areas of practice that require quality assuring.
9. To undertake specific responsibility for key service areas as outlined within corporate plans and agreed with the Head of Service, including liaising with senior managers and members of the regional adoption agencies Councils.
10. To contribute to key service planning reports, including team, service and corporate plans.
11. To produce reports and maintain records to a high standard in accordance with the Service guidance / policy and procedure, which reflect national guidelines using the relevant information technology. Ensuring that all record keeping, including high quality case recording, accounting and records of other team activity, such as all meetings, is maintained and is available for reporting when required.
12. Ensure that services are targeted, developed and delivered in accordance with local policy, legal requirements and best practice guidance.
13. To ensure that the diverse needs of adopted children, young people and their carers / families are identified, met and regularly reviewed and plans updated, to reflect any subsequent changes.
14. To participate in developmental activities as may be required, and to promote improvement of service or the use of resources. This may also include devising and delivering training.
15. To ensure effective communication within the team and service area, and chair relevant meetings.
16. Ensure the recruitment, induction and training of staff in line with Service policies. To support, develop and assess relevant staff in relation to appropriate qualifying and post qualifying frameworks.



17. Ensure the statutory duties of the Council are fulfilled and met in accordance with legal and regulatory requirements and Service responsibilities in relation to statutory reviews, or instruments in accordance with the particular responsibilities of the post; taking into consideration the regional adoption agency's/Councils duty to promote and safeguard a child's welfare.
18. To pursue appropriate personal and professional training and development opportunities as and when they occur, to ensure compliance with HCPC and Directorate standards / expectations.
19. To comply with all the Council's Standing Orders and Financial Regulations.
20. To represent the Service in local and regional development initiatives.
21. To meet the requirements identified in Knowsley's Progression Policy.
22. Lead, direct and motivate the team by ensuring the provision of support and supervision for all team members on a planned, regular basis in line with Service policy. This includes ensuring that annual Performance Review and Development Plans (PR&Ds) are completed for all staff and subsequent development plans are implemented; including completing reflective supervisions for ASYE and facilitate team learning.
23. To have the ability to develop services and take a lead on specific service developments.
24. To be accountable to the Head of Service / Group Manager for the work undertaken with individual allocated adopted children, young people, and their families and carers and adopters within the team and have compliance with policy and procedures. Ensuring that all casework is outcome-focussed and promotes anti-discriminatory practice.
25. Plan, monitor and review expenditure and financial commitment against the budget to ensure services are provided within cost limits and that services represent good value for money.
26. The post holder must carry out their duties with full regard to the regional adoption agency/Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy and Social Inclusion Strategy.

Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives.

The post holder is responsible for the safeguarding and promoting the welfare of children and / or vulnerable adults.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.