



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

<b>Position Title:</b>	<b>Team Manager – Through Care</b>
<b>Grade:</b>	<b>GPO3</b>
<b>Directorate:</b>	<b>Children &amp; Families</b>
<b>Department:</b>	<b>Children's Social Care</b>
<b>Responsible to:</b>	<b>Service Manager (Children)</b>

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#### **Purpose of the Job:**

To manage the delivery of services to Children Looked After and Care Leavers and to work as part of an integrated service delivering high quality services with families and carers.

#### **Main Responsibilities:**

1. To manage the care planning for Children and Young people in the care of and those leaving the care of Rutland County Council. To promote the welfare of children and families throughout their care journey and ensure they are safeguarded and supported.
2. Enable your team to progress plans for children and young people through effective use of monthly 1-1s (supervision), performance management and providing and recording reflective and robust management oversight.
3. To make decisions and/or resolve complex individual cases to provide appropriate safeguarding for the child; ensure effective record keeping of all cases and meet statutory requirements.
4. To participate in the development of policy and practice to deliver new ways of working.
5. To assist in leading and developing services to enable capacity to manage necessary changes to service delivery to continue to meet the needs of the community and meet national standards and regulations.
6. Regularly monitor and review progress to ensure that service delivery timescales and performance targets are met.
7. To ensure that statutory functions are effectively discharged and are compliant with national standards and regulations. Contribute to inspection



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processes as implemented by the Care Quality Commission and Ofsted to enable the Council to respond to such inspections in an effective and timely manner.

8. To ensure that quality assurance and key performance indicators are implemented and managed to ensure the Council is fully compliant with its statutory obligations and essential services are effectively delivered.
9. To contribute to the corporate management of the People Directorate and support the delivery of the Council's Strategic Aims and Objectives, One Council Values and the Leadership Behaviours.
10. Work in partnership with a range of relevant statutory, independent and voluntary sector organisations in order to provide integrated and effective services for the people of Rutland.
11. To work with other operational teams to develop and apply quality and best practice procedures across Rutland ensuring consistency and compliance with Council policies
12. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
13. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the
14. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
15. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
16. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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### **Behaviours and outcomes:**

Work collaboratively across Children's Services to ensure a joined up, consistent service that adds value.

Be ambitious for Children and families and champion best practice children's services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

### **Dimensions**

Budget responsibility for £250,000 - £1m; undertakes monthly budget monitoring and management for one or more cost centres as part of a larger functional budget.

Directly line manages up to 10 staff – responsible for recruitment, 1-1s and performance management. Indirect line management of teams within Children's Social Care.



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to degree level standard	A/D
Qualified Social Worker – DipSW.	A/D
SWE registered	A/D

Desirable	Method of Assessment *
Management qualification at Level 4	A/D

#### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant post-qualifying practice experience to include child protection investigations, comprehensive assessments and planning for children.	A/I
Experience of supporting social workers in Children in Need, Child Protection process.	A/I
Thorough understanding of the legislative and regulatory regime of multi-agency statutory children's services and an understanding of the framework within which local authorities operate.	A/I
In-depth knowledge of relevant legislation and national guidance relating to Social Care and Safeguarding procedures.	A
Experience of managing the delivery of customer and partner focussed services.	A/I
Resource management – management of staff resources, financial management planning and budget monitoring.	A/I
	A/I



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Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery.	
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Desirable	Method of Assessment *
Knowledge and understanding of relevant statutory duties and services provided by Local Government.	A
Experience of leading, implementing and managing change and service improvement.	A
Experience of working with elected Members	A

### **SKILLS**

Essential	Method of Assessment *
Significant post-qualifying practice experience to include child protection investigations, comprehensive assessments and planning for children.	A/I
Experience of supporting social workers in Children in Need, Child Protection process.	A/I
Thorough understanding of the legislative and regulatory regime of multi-agency statutory children's services and an understanding of the framework within which local authorities operate.	AI
In-depth knowledge of relevant legislation and national guidance relating to Social Care and Safeguarding procedures.	A/T
Experience of managing the delivery of customer and partner focussed services.	A/T
Resource management – management of staff resources, financial management planning and budget monitoring.	A/T
Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery.	I/T



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Desirable	Method of Assessment *

### **EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### **OTHER**

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments often outside the working day.	I
Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	I
Willingness and ability to visit other sites as and when required.	I

Desirable	Method of Assessment *

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

### **STRUCTURE**

To be confirmed.

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.



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DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
August 2015	New Job	Steve Tanner, Interim Head of Safeguarding (Children)
January 2018	Update to structure chart	Rebecca Wilshire, Head of Safeguarding (Children)
October 2020	Reviewed	Emma Sweeny, Head of Children's Social Care
April 2025	Wording /new template	Ola Olusesi, Service Manager