



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Team Manager – Safeguarding and DoLS
Grade: GPO3
Directorate: Adults and Health
Department: Adult Social Care – Safeguarding & DoLS
Responsible to: Head of Service – Adult Social Care

Purpose of the Job:

Lead and manage a team of qualified and non-qualified workers, ensuring they deliver an effective, high-quality service and supervision of senior social work practitioner.

To be the Safeguarding Adults' lead within Rutland County Council, ensuring practitioners work in line with Leicester, Leicestershire and Rutland (LLR) Safeguarding Policies and Procedures to safeguard the community and ensure Rutland fulfils its responsibilities in accordance with statutory requirements.

Work collaboratively with partners to facilitate the identification of harm and abuse and lead on development of protection plans. Evaluate safeguarding data to identify themes and performance requirements.

Main Responsibilities:

1. To lead on aspects of Strategic Development for the service; represent Rutland on LLR Safeguarding Board development groups.
2. Chair Strategy Meetings and Case Conferences under the LLR Multi-Agency Safeguarding Policy and Procedures
3. Produce reports detailing data, identifying themes and constructing plans of action in response, to share with senior management, the Safeguarding Adults Board and government reporting requirements
4. To provide expert guidance and oversight of complex safeguarding and Community Deprivation of Liberty casework.
5. Work with the Head of Service to manage data and performance monitoring and quality assurance. Keep the service under review to ensure value for public money and potential efficiencies are maximised.



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6. To manage a motivated team and ensure they are developing in their roles through effective use of 1-1s and performance management.
7. Write court reports and attend court to provide evidence where required
8. 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 law.
9. To comply with the Leadership and Management Behaviours to contribute to the achievement of the Council's strategic aims and objectives.
10. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
11. 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.
12. 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.
13. 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.

Behaviours and outcomes:

Work collaboratively across adult social care, Rutland County Council and with all external partners to ensure a joined up, consistent service that adds value to people's lives.

Be ambitious and champion best practice to promote excellent services which achieve best outcomes.

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



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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:

Directly line manages 1 staff member and indirectly line manages 3 additional staff



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Degree level qualification	A, D
Qualified Social Worker registered with Social Work England	A, D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant post-qualifying experience as a social worker to include assessment, care planning and delivery.	A
Experience of supporting Social Workers in Adult Social Care.	A, I
Thorough understanding of the legislative and regulatory regime of multi-agency 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, I
Experience of managing the delivery of customer and partner focussed services.	A, I
Resource management – management of staff resources.	A, I
Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery.	A, I

Desirable	Method of Assessment *
Knowledge and understanding of relevant statutory duties and services provided by Local Government.	A, I
Experience of leading, implementing and managing change and service improvement.	A, I



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Experience of working with elected Members	A, I
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SKILLS

Essential	Method of Assessment *
Leadership and management skills	A, I
Ability to monitor performance of staff and mentor	A, I
Strong decision- making skills	A, I
Excellent written and oral communication skills	A, I
Ability to work under pressure	A, I
Ability to work in partnership at a strategic level	A, I
Strong IT skills	A, I
Negotiation skills	A, I
Excellent assessment and Risk management skills	A, I
Managing conflict and maintaining professional relationships	A, I
Good organisational skills	A, I
Ability to manage conflicting demands and priorities	A, I
Team working skills	A, I

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



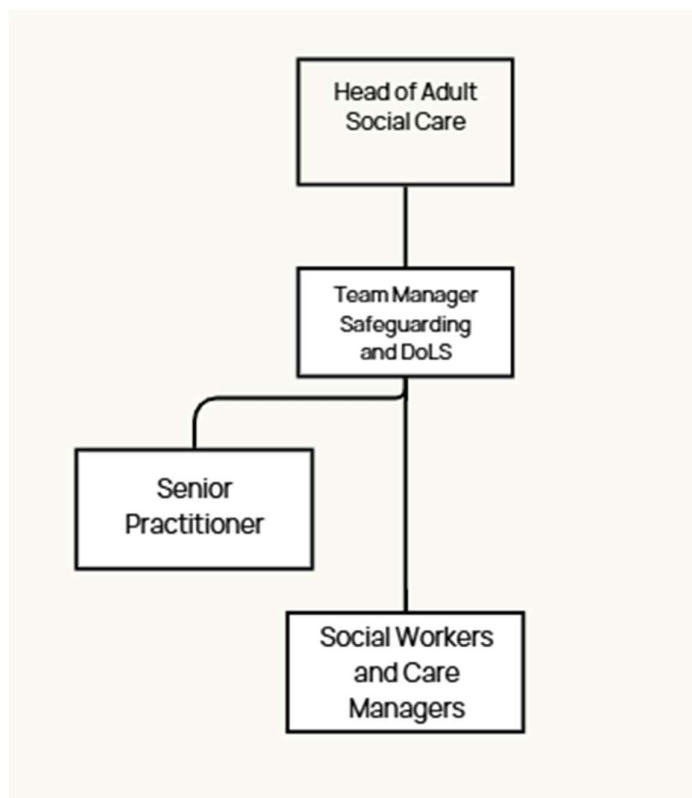
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OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

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

STRUCTURE



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 2022	YES	Tracy Webb, Service Manager
November 2024	YES	Katherine Willison, Head of Service Adult Social Care