

# TEAM MANGER (FOSTERING)



## Role Profile

<b>Title</b>	Team Manager (Fostering )	
<b>Grade</b>	GRADE J	
<b>Reference:</b>	<b>N265</b>	
<b>Reports to:</b>	Service Manager	
<b>Work style Definition</b>	Office based hot–desk/touch down worker	
<b>Job Type:</b>	Manager	
<b>Primary purpose of role</b>	<p>To manage a team of Social Workers and fostering support workers to deliver a high quality, timely and cost effective fostering provision and to recruit, assess and support Connected Carers, Foster Carers, and Special Guardians and Private fostering arrangement, working in partnership with carers to ensure that they are equipped and supported to provide the children with the best opportunity to meet their full potential.</p> <p>To ensure the implementation of, and adherence to ‘statutory requirements’, organisational policy and procedure and to represent the Local Authority in other forums.</p>	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Within organisational, statutory and legal boundaries be responsible and accountable for decision-making, allocating, managing and prioritising work, workers safety and well-being, their professional development and ensuring the fulfilment of statutory duties and responsibilities. (100%)</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Maintain satisfactory performance as measured through probation, performance review and government endorsed professional standards.</li> <li>▪ Carer recruitment and engagement.</li> <li>▪ Placement stability for children in care.</li> <li>▪ Evidenced by casework scrutiny.</li> <li>▪ KPI’s, audit work and supervision.</li> <li>▪ Timely feedback on casework and staffing issues.</li> <li>▪ Development and support to the team they are line managing.</li> <li>▪ Actions required are completed to timescale.</li> <li>▪ Service users regularly contribute to feedback on the service received from the team members.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Culture of reflection and challenge where appropriate evident through authorisations, supervision audits, staff feedback.</li> <li>▪ Evidence of Supervisions, HR processes, appraisals etc actively undertaken.</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Managing and prioritising work flow, ensuring work is allocated and supervised according to the competence, experience and capacity of staff and the complexity of the work within statutory requirements, quality standards and policies and as required, ensure that the Fostering National Minimum Standards are adhered. (25%)</li> <li>▪ Responsible for the risk management of work within the team. (10%)</li> <li>▪ Providing a Duty Fostering Manager service. (5%)</li> <li>▪ Delivering a fostering provision to meet key performance indicators; ensuring staff performance is monitored and performance and development plans are in place as appropriate and are monitored and maintained. (20%)</li> <li>▪ Responsible for corporate and departmental Health and Safety requirements with regards to the team and the working environment. (5%)</li> <li>▪ Recruitment of staff. (5%)</li> <li>▪ Providing regular supervision as part of quality assurance framework. (25%)</li> <li>▪ Managing and monitoring budgets within Departmental Scheme of Delegation and Plymouth City Council Financial Regulations. (5%)</li> </ul>
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Experience of professional post-qualifying practice in a statutory child care setting.</li> <li>▪ Experience of Fostering/ Special Guardianship legislation, working guidance, policy and procedures.</li> <li>▪ Experience of assessment, risk management, care planning, policy and standards.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of health and safety procedures and legislation.</li> <li>▪ Management/Leadership qualification.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Effective communication skills (written, verbal and use of technology).</li> <li>▪ Ability to forward plan for up to one year to enable quality service delivery and meeting of performance indicators and statutory requirements.</li> <li>▪ Ability to build effective relationships in contexts including management of change.</li> <li>▪ Excellent time management skills and ability to prioritise competing demands.</li> <li>▪ Ability to use strategies that promote professional resilience and management of self in circumstances that may at times be challenging. For example:</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Involvement on a regular basis with carers who are caring for children and young people or who have experienced all forms of child abuse.</li> <li>▪ Ability to work and promote 'Team around the Child' including Carers and professionals from different disciplines to support the child / young person.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of managing budgets in line with financial regulations.</li> <li>▪ Previous experience of working with children and young people in care.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Effective communication skills (written, verbal and use of technology).</li> <li>▪ Ability to forward plan for up to one year to enable quality service delivery and meeting of performance indicators and statutory requirements.</li> <li>▪ Ability to build effective relationships in contexts including management of change.</li> <li>▪ Excellent time management skills and ability to prioritise competing demands.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	