

# ROLE PROFILE



Role profile	
<b>Title</b>	Team Manager (Permanency)
<b>Grade</b>	GRADE J
<b>Reference:</b>	<b>N264</b>
<b>Reports to:</b>	Head of Service
<b>Work style Definition</b>	Office based hot-desk/touch down worker
<b>Primary purpose of role</b>	To manage a team of Social Worker, Youth workers and Support Workers to deliver high quality, timely and cost effective interventions in the lives of children and young people who are children looked after or care leavers to ensure they are supported and provided with the best opportunity to achieve stable permanent placement and to meet their full potential; and to ensure the implementation of, and adherence to 'statutory requirements', organisational policy and procedure and to represent the Local Authority in other forums and with other professional groups.
<b>Key accountabilities and key measures</b>	<div> <b>Role Outcomes</b> <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> </div> <div> <b>Role Measures</b> <ul style="list-style-type: none"> <li>Maintain satisfactory performance as measured through probation, performance review and government endorsed professional standards.</li> <li>To meet Key Performance Indicators e.g. Placement Stability in relation to Children and young people in care and Care leavers.</li> <li>Evidenced by casework scrutiny, 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> <li>Culture of reflection and challenge where appropriate evident through</li> </ul> </div>



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

		<p>authorisations, supervision audits, staff feedback.</p> <ul style="list-style-type: none"> <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 workflow, ensuring work is allocated and supervised according to the competence, experience and capacity of the multi- agency team and the complexity of the work within statutory requirements, quality standards and policies and, as required, ensure adherence to Adoption and Fostering National Minimum Standards. (25%)</li> <li>▪ Responsible for the risk management of work within the team. (10%)</li> <li>▪ Supporting delivery of key performance indicators; ensuring staff performance is monitored and performance and development plans are in place as appropriate and are monitored and maintained. (25%)</li> <li>▪ Recruitment of staff. (5%)</li> <li>▪ Responsible for corporate and departmental Health and Safety requirements with regards to the team and the working environment. (5%)</li> <li>▪ Providing regular supervision and auditing 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>▪ Degree or higher qualification in Social Work that has resulted in registration with relevant professional regulatory body for the profession and relevant child care qualifying awards.</li> </ul>	
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Leadership and Management Qualification.</li> <li>▪ Knowledge of Health and Safety procedures and legislation.</li> </ul>	
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of professional post qualifying practice in a statutory childcare setting.</li> <li>▪ Experience of legislation, working guidance, policy and procedures.</li> <li>▪ Experience of assessment, risk management, Care Planning policy and standards.</li> </ul>	
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of managing budgets in line with financial regulations.</li> <li>▪ Experience of working with Children and Young People who have been Looked After.</li> </ul>	
<b>Essential skills</b>	<p>Effective communication skills (written, verbal and use of technology).</p> <p>Ability to forward plan for up to one year to enable quality service delivery and meeting of performance indicators and statutory requirements.</p> <p>Ability to build relationships to deliver effective partnership working in a variety of settings across the system.</p> <p>Excellent time management skills and ability to prioritise competing demands and manage change.</p> <p>Ability to use strategies that promote professional resilience and management of self</p>	

in circumstances that may at times be challenging.

The nature of the role includes lone working in home environments where basic rules of hygiene and safety are not observed and where the unpredictability of the home environment can also result in the potential risk of abuse and violence.

Involvement on a daily basis with service users who are experiencing or who have experienced all forms of child abuse. The subject material is often distressing and this is this an integral feature of the role

Due to service users experiences and their emotional state often of anxiety/ distress there is a heightened risk that the post holder may experience, sometimes on a regular basis, significant verbal abuse, aggression and other anti-social behaviour from service users and/or members of the public.

#### **Corporate standards**

- 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
- 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
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation