Date of Issue: Ref:

Sandwell Children's Trust

Job Description

HR65

Job Title: Team Manager		**Service area:** Various	
Post No.	**Grade:** I	**Team:** Various	**Location:** Sandwell
Responsible to: Service Manager	**Contacts:** Clients, Relatives and Carers. Children and Families Staff and Staff of Partnership Agencies.	**Persons responsible for:** Advanced Practitioners, Social Workers and Social Care Assistants.	
		Special conditions **Approver:** None/I-procurement Order and Receipt/I-procurement Order and Approve	
Working hours 37 per week as necessary (occasional early evening working). Willingness for EDS to attempt to consult out of hours when the case arises.		**Conditions of Service** NJC	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

To provide the highest level of professional service within a structure that meets the needs of children, young persons, and their families by managing a specific area of childcare. To undertake the role in accordance with the policies and procedures of the Trust, local performance targets, guidance, legislation, and standards set by Central Government. To be responsible for advice, supervision, decision, support, and delegated functions. To be responsible for maintaining quality standards in a range of work appropriate to the post designation.

Your current duties and responsibilities are:-

1. Responsible for leadership, management, supervision, and accountability for a group of social workers and related staff within a specific service area; and ensuring that the service is of a consistently high standard and meets the needs of Sandwell's communities.
2. To provide effective management support and individual supervision and guidance to a team of social work staff
   according to statutory duties and requirements.
3. To ensure that the allocation of work within the team meets the needs of children and families.
4. Ensuring the quality and standards of professional practice and high-quality performance in areas of relevant service delivery.
5. To effectively contribute to service and departmental business plans and to accountable for the delivery of the service.
6. To be responsible for maintaining and reporting on quality and equality of service delivery including data reporting and equality business planning.
7. To input and extract information as required on LCS and relevant information systems.
8. Ensure appropriate systems to monitor and review the performance of the staff team and report in line with Children & Young People's Service and legal requirements.
9. To hold budget responsibility for allocated budgets and to deploy and control these within departmentally agreed guidelines.

10. To initiate and chair interagency meetings and core groups for particular children, monitoring the performance of
agreed tasks for all participants.
11. To promote partnership working and maintain links with other relevant organisations to ensure collaborative working between service users, carers, and key partner agencies.
12. To ensure that all practice is sensitive and appropriate to meet the needs of children and families within the locality and ensure equality of access to the service.
13. To ensure that the Children & Young People's Service is positively promoted in the public domain in a way that encourages a better understanding of its work.
14. To be responsible for the recruitment and appointment of social workers and other relevant staff in the service area.
15. To undertake disciplinary, grievance, managing attendance and complaints investigations as per relevant procedures
16. To identify the training and development needs of staff and contribute to the development, identification, and delivery of training across all services.
17. To offer formal mentoring, as required.
18. To promote new professional practices in the social work field with the team and across the services.
19. To work with managers in and across the Children & Young People's Service to ensure children receive a seamless and holistic response to their needs.
20. To access training opportunities to ensure currency within your own professional practice and development.
21. To participate in service Management and Planning Groups as appropriate and ensure communication between the team/unit and other parts of the Children & Young People's Service and partner agencies.
22. To participate in the operation of the Trust's Appraisal Scheme.
23. It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and also the Equalities Act 2010.
24. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
25. The post holder must at all times carry out their responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.