

# Job Description Template

## Job Description

<b>JOB TITLE:</b>	<b>Team Manager</b>
<b>GRADE:</b>	<b>L</b>
<b>POST NUMBER:</b>	
<b>DIRECTORATE:</b>	Children's Services
<b>SERVICE:</b>	Supporting Families Division
<b>RESPONSIBLE TO :</b>	<b>Divisional Director of SFD, Head of Service and Group Manager</b>
<b>RESPONSIBLE FOR:</b>	Social Workers, Advanced Practitioners, Contact Supervisors and support staff
	<b>DBS Enhanced check required</b> <b>This post is not politically restricted</b>
<b>JOB SUMMARY:</b>	<p><b>MAIN PURPOSE OF THE JOB</b></p> <p>Provide leadership and management of the Team(s) ensuring there is a clear focus on purpose and outcomes.</p> <p>Ensure the Team(s) achieve the required outcomes, including a strong focus on children and families, to include the ongoing identification of the needs of the client group.</p> <p>Achieve positive outcomes for children within the social care system, ensuring that children are safeguarded through effective decision making and practice.</p> <p>Ensure social work intervention in the lives of children and families is of a consistently high standard and meets the needs of Tower Hamlets diverse communities.</p> <p>To ensure equality of access to social work services</p>

	Being a role model of the TOWER behaviours, by leading by example.
<b>ROLE REQUIREMENTS:</b>	<i>[The role requirements are the duties and responsibilities that are specific to the job. If a duty is required to be carried out infrequently this should not be recorded as this list is not exhaustive]</i>
1.	To manage the team in the Service within Children's Social Care to meet the objectives of the organisation, the service, the team and the individual performance plan for the post.
2.	To ensure that duties are carried out within the agreed scheme delegation.
3.	Carry out all the duties and responsibilities of the role, in accordance with the leadership & management behaviours contained in the LBTH Leadership & Management framework / core values.
4.	To understand and adhere to SWE code of practice in all aspects of their work; and to understand and be able to apply the Professional Capabilities Framework (PCF) in their own and others' practice
<b>CORPORATE RESPONSIBILITIES</b>	
5.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
6.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
7.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
8.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.

9.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
10.	Deputise for your manager when required for short-term periods e.g. when your manager is on leave
<b>PEOPLE</b>	<i>[This should detail those aspects of that require contact and interaction with other individuals, either within the council and/or in outside organisations, and the intended outcome of this]</i>
11.	To directly line manage the allocated staff posts within your agreed Team Area, and oversee the social work and other functions in your service, to include exercising judgement on cases, and regular evaluations/audits of case files
12.	To ensure that all staff in your Team area have an annual performance management plan and that these link closely with national and local business, service and team plans. To ensure that all staff have regular and frequent supervision, and regular appraisal in accordance with the organisational supervision & appraisal policies. To implement sickness management procedures.
13.	To support key service partnerships and, where agreed, joint management arrangements with other key agencies such as health, education, housing and the voluntary sector
14.	To jointly manage services with key partners where appropriate and agreed to include promoting effective multi-agency partnership activities
15.	To ensure that there is an on-going strategy for the learning and development of the staff in the team
16.	To develop methods of securing effective support, liaison and advice from the relevant support services e.g. HR, L&D, Finance, and Legal.

<b>FINANCE</b>	<i>[This is for roles that have budgetary responsibility, e.g. the requirement of managing budgets, delivery targets and the efficient deployment of resources – delete if not applicable]</i>
17.	To plan, monitor and control the budget in the agreed team area and contribute to the overall financial process of the service
18.	To undertake all duties according to the Council's agreed policies and procedures, standing orders and financial regulations
<b>SERVICE</b>	<i>[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]</i>
19.	To work closely with colleagues and external agencies and staff in the team to monitor and audit service quality standards and to apply the principles of Best Value and continuous improvement to the agreed Service area
<b>PERFORMANCE</b>	<i>[This section needs to list the specific targets that are required to be met by the post holder and how these will be achieved]</i>
20.	To lead and manage the Team to ensure there is a clear sense of purpose, a strong focus on children and families, and a high level of achievement of objectives
21.	To take a lead in project / functional management of a development within or on behalf of the Service when required
22.	To actively participate as a member of the Service Management Team and contribute to operational and strategic management of the Service, and where appropriate the wider children's social services directorate. Deputise for Manager when required
23.	To manage teams in your service area to agreed national and local standards. This includes ensuring the delivery of the Council's performance management framework in your agreed management area

24.	To communicate as part of an agreed strategy with all relevant staff in your Team area and contribute to the wider communication within the service and directorate.
25.	To take responsibility for, and be accountable for, service delivery, including ensuring your team meets Ofsted and other statutory standards and performance indicators.
26.	To create and maintain a team development plan for your team area and involve stakeholders, including children & carers, appropriately in the development of the strategy, ensuring that the strategy sets out a clear direction for the team including how the design of the work of the team meets the needs, and the standards of practice, parameters, policy and processes that will apply
27.	To contribute, within your service, to creating and implementing a workforce and succession plan in your team area, including the recruitment and selection of staff within the team
28.	To ensure that the team is outward looking and innovative and there is a focus on identifying improvements in practice and service delivery
29.	To develop functional expertise in your functional team area, ensuring there is a good awareness of research, policy, legislation and practice development
30.	To ensure that management responsibilities are carried out within all of the Council's agreed policies and procedures
31.	To ensure that duties are carried out within the agreed scheme of delegation
32.	To actively contribute to, promote and monitor the implementation and effectiveness of the Council's Equality policies and procedures

33.	To develop and implement the Directorate's agreed IT strategy. To ensure that information technology is used to its fullest potential to provide management information and to inform future service delivery
34.	To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
35.	Carry out duties and responsibilities in accordance with the council's Health and Safety Policy and relevant Health and Safety legislation

#### **OTHER CONDITIONS:**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

# Job Description Template

Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
<b>Knowledge</b>	Working knowledge of the legislative framework within which Social Care operates, inclusive of regulation, national guidance and procedures specific to this post.	E	I/T
	Thorough understanding of quality assurance and an ability to integrate this understanding into practice.	E	I/T
	<u>Thorough knowledge and understanding of current professional practice issues in relation to this post.</u>	E	A/I/T (1)
	Knowledge of diverse communities and their needs.	E	I/T
	<u>Understanding and experience of managing staff.</u>	E	A/I/T (2)
	High level of IT skills and knowledge of IT systems used in Social Care	D	I/T
<b>Qualifications &amp; Experience</b>	CQSW, DipSW or other SWE recognised social work qualification. A current SWE certificate will be a condition of appointment and a condition of employment for all staff working in a qualified social work role.	E	A
	<u>Successful professional experience since qualifying.</u>	E	A/ I/T (3)

# Job Description Template

[illegible]



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	<b>Personal development</b> Creates a culture of learning, to build capacity and manage talent internally.		
We empower each other to be <b>EXCELLENT</b> and go the extra mile	<b>Having purpose and personal motivation</b> Get others excited about Tower Hamlets vision, strategy, values and goals and how they can make a difference.	<u>E</u>	<u>A/I</u>
	<b>Focusing on support and well being</b> Actively seek out ways to support and promote well-being across the organisation.	<u>E</u>	<u>A/I/T (7)</u>
We <b>RESPECT</b> all communities, they are the heart of everything we do	<b>Understanding our customer's needs</b> Actively contributes to building a customer-focused-culture across the council and with partners	<u>E</u>	<u>A/I/T (8)</u>
	<b>Respecting diversity and being inclusive</b> Seeks ways to harness the opportunities presented by the diverse workforce and community.	<u>E</u>	<u>A/I</u>
<b>Additional Requirements</b>	To comply with the requirement to carry out a DBS check on this role.		