LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

As at May 20 Prepared by Jackie Stirling

Department:	Children's Social Care	Name:		Post No.	
Division:	Children's & Young People's Division	Designation:	Team Manager	Grade: SWTM	
Group:	All	Reports to:	Group Manager	Post No:	
Section:	All			Grade:	
Sub-section:					

MAIN PURPOSE OF THE JOB

To manage and co-ordinate the work of a team in a specified activity area to ensure the provision of a high quality, effective service. To monitor the performance of the team against set targets to ensure nationally set performance indicators are met.

SUMMARY OF RESPONSIBILITY AND PERSONAL DUTIES:

1. Ensure staffing resources are deployed effectively so that professional performance standards and statutory time scales are met and maintained.

2. Continually monitor performance against key performance indicators and take appropriate action as necessary to meet and improve performance.

3. Ensure effective and regular supervision and appraisal (PES) takes place. Set and review targets; monitor individual performance; provide guidance and direction; take appropriate management action to ensure the effective performance of all staff. Ensure risk is being effectively assessed and responded to.

4. Audit and review case files on a regular basis to ensure practice standards are met/exceeded. Take remedial action as necessary.

5. Review and monitor case and care package recommendations made by social workers. Make effective decisions in authorising any such recommendations, taking personal responsibility for any decisions made.

6. Initiate, develop, monitor and maintain standards of service as defined by the directorate, taking a proactive role in implementing changes.

7. Ensure effective systems are in place to meet the expectations on the service. Ensure staff maintain LCS and other systems.

8. Prepare reports, correspondence, procedures etc and contribute to the development of an annual business Service Plan.

9. Respond as required to complaints regarding the service. Work closely and flexibly with other Team Managers both within the unit and across the division to build inter-team and unit relationships. Work in units across the division as required to provide effective management of Children's Services.

10. Operate financial and other resource management systems to ensure budgets are effectively and rigorously managed in accordance with Council Financial Regulations. Ensure financial decisions are in the best interests of both the client and the council to ensure best value and tight budget management.

11. Ensure effective management of staff within the team including recruitment; development and training' appraisal; performance management; absence management; resolution of conflict; implementation of change. Take action as appropriate in accordance with council employment procedures and policies eg disciplinary, capability etc.

12. To ensure that the health and safety of staff is given significant priority and that leadership is provided in ensuring that staff take responsibility for their own and others safety.

13. Ensure adherence to legislation, guidance, procedure and policy – both in relation to safeguarding children and as a manager of the council. Ensure services are delivered in accordance with the Council's Equal Opportunities and Environmental Policies.

14. Represent the unit/division as required.

15. Undertake any other duties commensurate with the level of the post. Maintain and update own technical knowledge and continuous professional development.

DECISION MAKING

- Allocation prioritisation and mix of resources
- Expenditure for care packages within budgetary authority
- Placement decisions within budgetary and other delegated authority
- Authorisation of social work recommendations/case decision making
- Recruitment
- Performance management issues eg disciplinary/capability

PERFORMANCE/INDICATORS

- KPI'S for the team
- Targets set through PES and feedback through PES
- CPD – includes reflection and learning from experience
- Professional capability of team
- Budget position and effective control
- Complaints – number and outcome
- Absence levels within the team/number accidents

PERSON SPECIFICATION

Directorate: Children's Social Care

Group: Children & Young People's Services

Designation: Team Manager

ESSENTIAL REQUIREMENTS

Knowledge:	Thorough knowledge of Children Act, relevant service legislation and procedures to ensure effective safeguarding and protection of children. **S1**
Skills & Ability:	Ability to make sound technical judgements. Inspirational leadership – to support, coach, motivate and direct social workers through effective practice and proactive management; to implement and lead on change. Decision making – to analyse information, draw conclusions, and effect judgements on care and risk. Problem solving – identify causes, make objective and informed judgements with sufficient emotional resilience. Self Management – take ownership of issues, taking a professional and disciplined approach to case management, risk management and service users. Literate – to write reports etc. Numerate – to manage budgets. Excellent communicator.
Experience of:	Managing staff in a social work setting. **S2** Managing budgets. **S3** Significant experience working as a social worker. **S4** Using recording and monitoring systems. **S5**

Qualifications:	Good general education with good standard of literacy and numeracy. **DipSW or equivalent.** **S6** Registration with Social Work England.
Personal Qualities:	Able to work under pressure and to deadlines. Flexible approach. Able to develop and maintain productive relationships both within and outside the service.
Health Requirements:	Excellent attendance record. Able to undertake visits both within and outside the borough.
Equal Opportunities:	Able to demonstrate an understanding of how equalities and diversity can be promoted within a children's social work setting. **S7**