

## Job Description

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Children and Family Services
<b>POST:</b>	Deputy Team Manager – 16+
<b>GRADE OF POST:</b>	GR13
<b>RESPONSIBLE TO:</b>	Team Manager – 16+

---

### JOB PURPOSE:

To assist the Team Manager in the management and co-ordination of the team's work in providing support and assessment of care experienced children between the ages of 15.5 and 25.

To work with the Team Manager to develop and ensure an efficient and effective service to care experienced children, their carer and families in line with current policies, best practice, legislation, procedures and systems.

To deputise for the Team Manager in their absence assuming delegated responsibility for the management of the team.

---

### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To assist the Team Manager in managing the 16+ Team by contributing to the development and delivery of the service to meet statutory and guidance requirements. To assist with the co-ordination and management of the work of the team in providing high quality services for disabled children, young people and their families. To assist the team manager in the allocation of work, prioritising the work of the team to ensure the appropriate allocation and assessment of cases in a timely way and in the deployment of resources to meet identified needs.
- Involving individuals and carers in planning and designing services.
- To supervise a number of qualified Social Workers, Social Work Assistants and Senior Social Work Practitioners through the provision of staff supervision and appraisal, and by providing advice and consultation to social work and other support staff in accordance with policy. Managing staff in line with adherence to the Human Resources policy and procedural frameworks.
- To chair meetings with families and to hold the occasional case in respect of sensitive, acute and complex care experienced young people cases.
- To lead on any strategy discussions and subsequent child protection enquiries in accordance with the Welsh Safeguarding Procedures.
- To manage the team's day to day duty functions.
- Together with the Team Manager, analyse performance management information to assist timeliness of assessments, reviews and other formally reported performance. Ensuring quality and content of assessments and plans in line with local and national guidance. Making decisions and judgements

about risk of abuse within agreed management framework.

- Ensuring that permanency planning is in place and includes a range of options that will provide security of attachment and continuity of care.
- To work closely with partner agencies such as housing and education to ensure transition plans are appropriate to the need of the young person as they approach adulthood.
- Assisting the Team Manager by contributing to strategic/management meetings and effective multi-disciplinary and multi-agency working. Supporting the team manager to ensure the effective and efficient operation of the work of the team including the evaluation of the achievement of objectives, targets, priorities and standards. Assisting the Senior Management Team in the development of strategy, policy and procedures.
- Participating in induction and other programmes of training for staff. Alerting senior managers to action necessary to develop the competencies of staff in the service area as well as the potential need to institute disciplinary procedures and to participate in these procedures where necessary.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Deputy Team Manager – 16+

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A Social Work qualification, ideally supported by an appropriate management qualification.</li> <li>• Registration with Social Care Wales.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of three years post qualifying experience with significant experience in working in children and young people's services.</li> <li>• Proven track record of supervising social work practitioners.</li> <li>• Thorough knowledge of current Social Services legislation and associated regulations and guidance.</li> <li>• Thorough knowledge of Framework for Assessment, the Integrated Children's System procedures, and arrangements for the delivery of Social Services.</li> <li>• Knowledge of procedures and regulations relating to the management of Social Services. Including budgeting financial procedures, personnel and contracting procedures.</li> <li>• Experience of working with Children Looked After by the Local Authority and Care Leavers.</li> <li>• Post Qualification experience of working in a children's social care setting.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make appropriate decisions based on risk.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities (continued)</b>	<ul style="list-style-type: none"> <li>• Ability to take a leadership role in relation to staff and service delivery.</li> <li>• Ability to form constructive working relationships with colleagues and other agencies.</li> <li>• Ability to communicate clearly and effectively.</li> <li>• Ability to demonstrate good organisational skills.</li> <li>• Good IT Skills</li> <li>• Ability to think clearly under pressure.</li> <li>• Ability to work flexibly and proactively.</li> <li>• Ability to implement working knowledge of child protection policies and procedures.</li> <li>• Ability to offer professional guidance and advice to staff.</li> <li>• Commitment to high quality service delivery.</li> <li>• Commitment to work in a challenging and changing environment.</li> <li>• Ability to analyse and interpret information gathered.</li> <li>• Ability to assess risk and plan appropriately</li> <li>• Ability to offer professional guidance and advice to staff.</li> <li>• Appreciation of the importance of financial management, record keeping, probity and regularity.</li> <li>• Ability to implement working knowledge of child protection policies and procedures.</li> <li>• Ability to offer professional guidance and advice to staff.</li> <li>• Ability to identify appropriate evidenced based interventions based on analysis of need.</li> <li>• Ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process</p>