# JIN 3585bm – August 2016

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:**  | Team/Pod Manager, Family & Friends |
| **Reports to:**  | Head of Service |
| **Department:** | Families, Children & Learning |
| **Section:**  | Safeguarding & Care |

**Purpose of the Job**

To be accountable for, professionally lead and manage a team of professionally qualified and unqulified staff delivering a high quality and effective service to respond to the needs of children and their families in a timely manner within statutory guidelines.

To ensure that children are safeguarded and that the service provides interventions which combine risk management and a clear evidenced based/outcome approach.

**Principal Accountabilities**

1. Hold senior management and case management responsibility for a team of qualified and experienced social workers and unqualified staff
2. Carrying out professional supervision and assessment as appropriate.
3. Set direction and objectives for the team within strategic parameters, manage and mobilise resources ensuring effective delivery of range of specialised services.
4. Manage delegated budgets.
5. Manage the performance of the team ensuring quality assurance processes are implemented and monitored.
6. Contribute to wider service development by leading on the development of effective strategies, policies and practice through development of others and driving forward service improvement as determined by business plans and PDP’s.
7. Understand the strategically important issues facing the service and the wider impact on the service and wider community agenda, ensuring this is embedded in the team.
8. Where necessary work directly to support complex cases and act as representative of the Local Authority in court proceedings, statutory panels and with partner agencies undertaking necessary preparatory work such as court reports.
9. To work with and ensure that staff within the service work purposefully with other agencies to promote positive outcomes for children and their families.

**General Accountabilities**

Ensure that all operations are conducted in accordance with the council’s Health & Safety policy and all relevant legislation

Be prepared to implement the Council’s Equalities Policy at all levels appropriate to the job and carry out his/her duties with due regard to the Council’s Equalities Policy at all times.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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**PERSON SPECIFICATION**

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### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * MA or MSc Social Work Practice with pathway in Social Work Leadership and Management or equivalent, plus evidence of continued professional development.
* In depth knowledge of relevant legislation and up to date practice in children’s social work/safeguarding
* Political awareness and understanding of how this impacts on services and managing in a political environment.
* Current registration with Social Work England
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| Experience | * Substantial post qualification experience working children’s social work/safeguarding
* Demonstrable experience as a manager with the skills and ability to be accountable for the performance of a team delivering complex services.
* Experience of leading and implementing change.
* Experience of managing budgets.
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| Skills and Abilities | * Experience of managing performance of a team including underperformance.
* Excellent communication and influencing skills.
* Ability to undertake strategic planning across area of responsibility.
* Ability to plan, organise and deploy resources across a range of activities in a complex and demanding environment and respond to changing priorities quickly.
* Ability to work effectively with partners both internally and externally
* Ability to analyse complex information and assess risk in the child social work field.
* Able to demonstrate competency against the Professional Social Work Capabilities Framework at the advanced level.
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| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities & Inclusion Policy as well as ensuring this is embedded within service delivery.
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| **Other Requirements** | * Ability to work flexibly and at times at various times of the day including evenings and weekends.
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