# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Practice Manager

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: LMG 2

# RESPONSIBLE TO: Operations Manager

# Purpose of the Role:

The Practice Manager holds accountability for managing the delivery of effective professional social work practice including assessment, intervention and management of risk.

Provide motivation and professional leadership, ensuring that the service provided is effective, value based and delivers positive outcomes for children and families.

Manage performance and quality assurance, resources and budgets and support compliance with organisational decision making and initiatives.

Lead, motivate, nurture and inspire others by developing a learning culture in the team.

# Key tasks:

1. To model professional knowledge, authority and an acknowledged depth of expertise.
2. Develop effective professional practice by providing and supporting regular reflective supervision.
3. Manage practice development and performance of the team including induction, appointment support, probation, appraisals, professional development, workforce planning, and effective implementation of personnel procedures including absence and performance management.
4. Assume responsibility for the allocation of workloads using an agreed workload management protocol.
5. Review, audit and implement the quality assurance framework by regular review and audit of case files and records.
6. Contribute to professional development of all staff including students, newly qualified social workers and social workers. Ensure newly qualified social workers undertaking ASYE programmes are fully supported and robustly assessed in their first year in employment.
7. Take responsibility in the service area for the development and implementation of good evidence-based practice and innovative ways of working, taking research into account.
8. Promote both within and external to the organisation a positive social work identity and take a lead in developing and sustaining working relationships with other professionals, partner organisations and agencies.
9. Act as a representative for the Local Authority in court proceedings, statutory panels and with other partner agencies.
10. Effectively manage resources, be accountable for performance targets and ensure service delivery meets legislative requirements.
11. Contribute to the development and implementation of policies and procedures including operational instructions.
12. Develop an understanding and knowledge of the wider political context and corporate strategies in which Children’s services operate.
13. Promote equalities, inclusion and diversity in decision making.
14. Promote a culture of ‘professional curiosity’ within the organisation.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Practice Manager

# GRADE: LMG2

# Essential key skills and abilities

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| **Intervention and Skills*** Communicate effectively in highly charged, complex and challenging circumstances to support professional decision making.
* Expertise in collating and analysing information which informs case planning and service delivery and focuses on positive outcomes for children, families and carers.
* Work with and contain the anxiety of others in relation to risk and protection.
* Ability to provide expert practice consultation and promote respect for social work professional authority and expertise.
* Ability to ensure practice, policy and procedures facilitates effective relationships with children and families.
* Promote the use of evidence and theory to support practice in complex and changing circumstances.
* Promote organisational engagement with service user groups.
* Ability to manage risk and support professional decision making in your service area.
* Model and help others with appropriate information sharing.
* Able to promote use of evidence and theory to support practice in complex and changing circumstances.

**Professionalism*** Ability to positively promote and safeguard the social work profession within and outside the organisation.
* Represent the profession on behalf of the organisation.
* Provide professional and reflective supervision to social work staff.
* Model and help others to maintain professional and personal boundaries and skilled use of self.
* Take responsibility for own continuing professional development and support the development of others.

**Values and Ethics*** Provide expert professional opinion where there are ethical dilemmas.
* Provide guidance and challenge on ethical issues.
* Promote effective partnership working within the organisation.
* Model, identify and promote best practice, policy, procedures about confidentiality, informed by current evidence. Ensure data protection and safeguarding legislation is applied and take appropriate action if necessary.

**Diversity*** Able to promote positive approaches to diversity providing guidance and challenge as required.
* Ability to provide expert professional advice and challenge on issues of discrimination and oppression.
 |

# Desirable key skills and abilities.

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Contribute to the development of best practice in use of power and authority in the organisation.
 |

# Essential education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview  |
| * Social Work qualification and registered with the professional regulatory body.
* Post Qualifying Child Care Award or Specialist Award in Children and Families or equivalent
* Practice Teacher Award or equivalent training in the supervision and management of professionals.
 |

# Desirable education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview  |
| * Accreditation/post graduate qualification in an area of social work expertise relevant to the service area.
 |

# Essential knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Demonstrate extensive knowledge of all aspects of legislation applicable to the service in order to provide expert, credible advice.
* Demonstrate a systematic understanding of knowledge and a critical awareness of current problems and new insights, including those at the forefront of the field of social work specialism.
* Demonstrate a critical knowledge of the range of theories, methods and models for social work intervention with children, families, groups and communities and the outcomes associated with them.
 |

# Desirable knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Demonstrate an in depth understanding of research techniques and actively engage in research.
* Evidence, understanding and experience of implementing systemic approaches to assessment.
 |

# Essential experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Extensive experience of working directly with children and families in a statutory setting.
* Extensive experience of implementing care plans and actively working child protection plans.
* Extensive experience of working with complexity.
* Experience of working independently.
* Experience of using research.
* Experience of contributing to the learning of student social workers, newly qualified social workers, experienced and senior social workers.
* Experience of promoting and modelling a culture of reflective practice.
* Experience of providing case consultation.
* Experience of completing complex assessments upon which effective plans are based leading to a positive outcome for children and families.
* Experience of working in partnership with children and families.
 |

# Desirable experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Extensive experience of working with a variety of legal proceedings.
* Experience of quality assuring work and identifying service improvements.
 |

# Other essential criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Able to promote and model innovative practice.
* Anticipate and contribute to change management in the social work environment.
* Provide social work leadership and promote a collaborative multi agency working environment.
* Ensure positive working relationships in teams, promote strategies for collaboration and a supportive team culture.
* Promote, articulate and support a positive social work identity.
* Ability to meet the travelling requirements of the post.
 |

**Date (drawn up): March 2013**

**Name of Officer(s) drawing up person specifications: DB/NM**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |