

# Hertfordshire County Council Job Outline



**JOB TITLE:** Team Manager  
**GRADE:** M4  
**REPORTS TO:** Service Manager  
**TEAM:** Childrens Services  
**DEPARTMENT:** Fostering

## **Purpose of the Job**

Responsibility for managing a safeguarding or specialist services team, ensuring that children, young people, carers, and families receive first class specialist assessments and timely support to meet their needs and identify/manage risk.

Supporting the Service Manager in the development, delivery and review of specialist services for children, young people, their families and carers so that Hertfordshire's vulnerable children are protected from significant harm, their life chances are maximised and that looked after children or children receiving short breaks are placed in high quality placements with carers who are trained and well supported to meet their needs.

To manage the efficient operation of services to ensure the delivery of high quality, high performing, cost effective services to children, young people, families and carers in line with the requirements of national legislation and guidance.

## **Main Areas of Responsibility**

### **Service Delivery**

Ensuring delivery of Service Plan objectives for the team's areas of responsibility and delivering results to meet the needs of the service users through effective organisation of the team and monitoring of workflow.

Developing and embedding a performance culture within the team to ensure targets are met and poor performance is effectively managed.

Maintaining effective systems for monitoring, reviewing and evaluating staff and own performance against the team's objectives within the Service Plan and PMDs. Take appropriate corrective action as necessary.

Visibly and actively supporting and promoting the corporate activities of the Council and the values of the Council.

Being aware of changes to policy and procedures and plan for consequent changes to services.

Leading a process of continual improvement of Safeguarding/Specialist Services to contribute to improved life chances for children, young people and their families.

Ensuring all staff are trained, supervised, developed and supported to provide the best possible outcomes for children, families and carers, seeking help from more senior managers, HR and Finance colleagues as appropriate.

Ensuring that the Council performs its duties and functions in fulfilment of its statutory obligations.

### **Financial and Management**

To manage delegated budgets within the framework of the Scheme of Delegated authority.

Recruitment of staff to the team in accordance with Vacancy Management processes.

Preparation of monthly budget forecasts for staffing and direct spends of the team's allocated budgets.

Ensuring value for money within the group and across the Safeguarding and Specialist Service.

Managing the efficient use of resources, including equipment/buildings, allocated to the team for the delivery of services.

Maintaining and achieving the team plan objectives and maintaining up to date service continuity plans

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment.

Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

## **Knowledge, Skill and Experience**

Substantial relevant experience in safeguarding and fostering practice in the service area.

Experience and skills in partnership working across Children's Services. Promotes co-operation, working together with other organisations and service users as the means of shaping, developing and delivering services

Ability to advise and make decisions on complex cases.

A clear and compelling picture of the direction the service is going and communicates it with energy and enthusiasm Promotes working together as one department to maximise resources and minimise duplication

Actively uses, organises and analyses information to inform the management processes.

Monitors work plans to ensure performance standards are achieved, in terms of consistency and quality.

Sound knowledge and understanding of the relevant suite of fostering legislation statutory framework, national minimum standards and national agenda. Current research on effective safeguarding practice and promoting the welfare of children to address user needs.

Excellent communication both verbally and in writing, structures ideas and information which results in clarity, understanding and impact

## **Values and Behaviours**

Promote the values and behaviours of Hertfordshire Council County to ensure everyone is working with a common purpose.

Ability to sets clear expectations and targets for others, enforces rules and procedures, confronts and deals effectively with performance issues and equips and enables others to take accountability for team/individual performance.

Makes the best use of the contributions in the culture, ethnic origin, gender, age and abilities of each person

## **Qualifications**

Demonstrate professional competence in social work practice by using current knowledge and working within agreed standards of best social work practice and carrying out duties in accordance with the HCPC standards of proficiency and PCF: <http://www.hpc-uk.org/publications/standards/index.asp?id=569>  
<http://www.tcsw.org.uk/pcf.aspx>

You will be expected to hold a Management qualification or be willing to undertake such qualification supported by the organisation.