

## **Job Profile Information: Team Manager - Looked After Children and Care Leavers (LAC)**

This supplementary information for *Team Manager Looked After Children and Care Leavers* is for guidance and must be used in conjunction with the Job Capsule for Job Family Social Care at job Level 5 Zone 1

### **Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

- To manage and co-ordinate the work of a Looked After Children and Care Leavers Social Work team, making appropriate use of resources to ensure the provision of a high quality, comprehensive and effective service to children and their families
- To effectively use and translate statutory, community, voluntary and independent resources within the context of government legislation, Council and departmental policy in order to enhance best practice and contribute to better outcomes for children and young people
- To positively influence developments that affect social work practice
- To provide professional leadership and facilitate collaboration within a multi-agency context as appropriate

#### **Example outcomes or objectives that this role will deliver:**

- Manage the work of the team by ensuring appropriate allocation, monitoring and supervision of the work of the team and individual social workers / personal advisors to ensure that resources are deployed effectively and professional and performance standards are maintained.
- Manage, motivate and develop staff, identifying the individual and collective training and professional development needs of workers/team to enhance the overall development of the service.
- Provide professional supervision to Senior Practitioners to support and deliver high standard of practice with Looked after Children and Care Leavers.
- Develop and identify packages of care and support for Looked after Children and Care Leavers in line with departmental policies, procedures and priorities, taking account of budgetary control requirements and constraints.

- Management and delivery of high quality legal proceedings work including written reports/statement/evidence to progress and ensure effective permanency outcomes for Looked after Children.
- Contribute to the continual development of the service by engaging with stakeholders and partner agencies and by monitoring and reviewing relevant policies, procedures and practice
- To ensure staff are aware of departmental policies and procedures including child protection procedures and that they incorporate these into their work.
- To be responsible for regularly monitoring all records kept by the service and ensure compliance with the service's policies, to identify any concerns about specific incidents and to identify patterns and trends and ensure immediate action is taken to address issues raised by this monitoring.

#### **People Management Responsibilities:**

- To monitor and supervise a team consisting of up to 9 Social Workers, 3 Personal Advisors and 3 Senior Practitioners.
- To support and empower others to develop their confidence and skills to provide professional opinion.
- To support others to work in multi-disciplinary setting with ability to develop and deliver services effectively focussing on internal and external customers, being innovative and creative, open to ideas and challenge and committed to individual learning and development.
- Ability to assess need, develop, implement and manage a care plan, service plan and integrate budget planning
- To address and oversees performance management issues that arise, supporting people to positively resolve difficulties where possible, taking action with HR/the regulator where necessary.
- To apply the requirements of the Standards for Employers of Social Workers
- To ensure that all records required by the Department are kept up to date, including monitoring of attendance and sickness records and to evoke Departmental procedures where necessary.
- To contribute to the identification, planning and meeting of staff development needs informed by the Professional Capabilities Framework (PCF).
- To promote positive approaches to diversity and identity, providing guidance and challenge practice if needed
- To ensure the maintenance of confidential and accurate records, making use of management information systems in the recording, retrieval and analysis of information as required by the department in order to ensure statutory and practice requirements are met.
- To prepare reports for OFSTED and the executive side of the local authority on the management and outcomes of the service.
- To represent the team internally and externally and deputise for the Service Manager at meetings as required.

**Relationships:**

- To model the appropriate use of authority across a range of situations, supporting others to understand and work with the authority inherent in their positions
- To develop and maintain effective working relationships with internal and external partners such as the Youth Offending Service, Police, Schools, and Voluntary Agencies.
- To model effective engagement with a wide range of people in challenging situations, and support others to develop and maintain effective engagement, including in situations of hostility and risk
- To promote a culture which supports empathetic compassionate relationships with other professionals, people who use services, and those who care for them.
- To keep up to date with professional developments and debates, especially in regard to the specialist group worked with.
- To work in a flexible manner, undertaking such duties as may be required according to the needs of the service as directed by the appropriate Head of Service or other senior manager.

**Work Environment:**

- This is an agile working office base position, however on occasions the team manager may undertake home visits and work at different sites.
- A key responsibility of this role is to provide maximum availability and support to the team. This involves regular direct work, joint working and reflective sessions. There is an expectation that the post holder will work in a flexible manner, undertaking such other duties as may be required according to the needs of the service as directed by the Departmental Senior Management.

**Technical Knowledge and Experience:**

- Professional qualification in Social work \_ Diploma in Social work, CQSW or equivalent.
- Hold a valid HCPC registration
- Sound knowledge of the legislative framework of social service department
- A management qualification at least at level 4 or be prepared to enrol on a management training course within 6 months
- Five years relevant post qualifying social services experience in a multi-racial urban environment, including two years in a Looked After Children service / care planning team
- Experience of managing cases in care proceedings is a must

- Experience of giving supervision, an ability to evidence the assessment and motivation of staff, identifying training needs; at least one year's experience supervising and managing professional staff.
- IT literate with excellent written and verbal communication skills, including ability to produce complex reports and letters and present views in a clear manner
- Effective financial and budget management skills

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility