



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Practitioner Manager
POST NUMBER	:	V-CS-CM004
DEPARTMENT/DIRECTORATE	:	Social Services
DIVISION/SECTION	:	Children and Young People Services
LOCATION	:	Dock Office, Subway Road, Barry
POST GRADE	:	Grade J SCP 41 – 45
RESPONSIBLE TO	:	Team Manager
MAJOR PURPOSE OF POST	:	To support the day to day operational and strategic management of the team including holding casework responsibility, supervision, mentoring and development of staff, decision making and deputising for the Team Manager in their absence

MAJOR PURPOSE OF POST HOLDER

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

NOTE: This section of the Job Description will be subject to review as and when necessary in consultation with the Post-holder, and may be revised or amended as determined by the appropriate Head of Service in accordance with the needs of the Corporate/Departmental strategic and /or service/business plans.

- Ensuring that the Council's Policies and the Team plan are properly

implemented, developed and reviewed, in accordance with changing legislation and practice.

- To recruit, select and manage staff under the direction of the Team Manager and in accordance with Council Policy and Procedures.
- To be responsible for the quality of the Council's Assessment Care Planning and Review functions within the team under the guidance of the Team Manager.
- Enhance and improve the services provided by the Team as directed by the Team Manager and in liaison with other Teams.
- To provide leadership and professional supervision to specified members of the team and regularly review and address their performance, training and personal development needs through the Council's PDR process to achieve departmental aims and objectives and ensure continued improvement.
- To proactively manage staff through the process of change under the direction of the Team Manager.
- To proactively manage sickness absence in accordance with Council Policy
- Prioritising referrals/cases for allocation in accordance with agreed protocols and standards.
- Authorising case closures.
- To manage a caseload where appropriate, consistent with other responsibilities and grade.
- To advise the Team Manager of training requirements in order to develop appropriate training for professional staff in relation to service specific and specialist issues.
- Develop and deliver effective and clear management arrangements within the team, in agreement with the Team Manager, ensuring that the Council's statutory obligations and policy and performance objectives are met.
- Advising the Directorate of developments in legislation, standards, practice guidance and research which impact on the provision of services.
- To develop improved multi-disciplinary working practices within the area of service.
- To raise awareness and promote access to community services provided by other organisations to meet assessed needs.
- To contribute to the development of more creative service provision within the community to meet assessed needs.

- Attend and chair meetings including; planning meetings, core group meetings, disruption meetings and strategy meetings.
- Checking and authorising payment of invoices for care packages/services in the absence of the Team Manager.
- Ensuring that individual care plans remains relevant and within budget and are provided in accordance with Councils Procedures, Standing Orders and Contract Regulations.
- To assist the Team Manager in developing the annual Team Plan.
- To plan for and participate in Team Meetings and to plan developmental meetings as required.
- Assisting with the investigation of complaints in accordance with the Departmental Complaints Procedure.
- To participate and attend Management Team meetings and other Directorate meetings in the absence of the Team Manager.
- To ensure regular, formal and planned Supervision takes place with the Team Manager
- To facilitate, support and supervise student placements within the team.
- To undertake regular case file audits to ensure that policies and procedures are consistently adhered to.
- To deputise for the Team Manager as appropriate.
- To undertake out-of-hours duties where this is a requirement of the service/team eg Fostering – telephone support to carers
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: