



## **JOB DESCRIPTION**

<b>POST REF:</b>	<b>V-CS-PP001</b>
<b>DESIGNATION OF POST:</b>	<b>TEAM MANAGER, CHILDREN AND YOUNG PEOPLE SERVICES</b>
<b>GRADE:</b>	<b>GRADE K (SCP 45 – 49) Casual Car User Allowance</b>
<b>RESPONSIBLE TO:</b>	<b>OPERATIONAL MANAGER, CHILDREN AND YOUNG PEOPLE SERVICES</b>
<b>DIRECTORATE:</b>	<b>SOCIAL SERVICES</b>
<b>DIVISION:</b>	<b>CHILDREN AND YOUNG PEOPLE SERVICES</b>

### **MAIN PURPOSE OF POST:**

To professionally manage the development and effective delivery of services for children, young people and their families within the Vale of Glamorgan.

To provide operational and strategic management for one of the following key service areas within the Children and Young People Services Division:

- Intake and Family Support
- Care Management
- Disability and Additional Needs
- 15 Plus
- Placements and Permanency (Fostering)

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

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **1. Corporate Requirements:**

- 1.1 To provide operational and strategic leadership and management for a Team or Service area within Children and Young People Services.
- 1.2 Ensure the Service is kept up to date with new developments, legislation, guidance and research in order to continually improve service development and delivery
- 1.3 To ensure compliance with all relevant Council Policies and Procedures, remaining up to date with changes and ensuring staff awareness is maintained
- 1.4 Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.
- 1.5 To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- 1.6. 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.
- 1.7 To implement the principles of the Council's Environment Policy while carrying out the above duties.
- 1.8 To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- 1.9 Provide information and prepare reports for the Operational Manager(s) and Head of Service
- 1.10 Contribute to the development, review and revision of Policies and Procedures in relation to Children and Young People Services and, where appropriate, the Directorate and Council as a whole.
- 1.11 To contribute to and assist the Operational Manager(s) and Head of Service in the effective management of the Social Services Directorate.
- 1.12 To positively represent and promote the work of the Council in all meetings and events and with all partner agencies and service users.
- 1.13 To chair meetings as required, including Strategy meetings, planning meetings, reviews etc

- 1.14 To participate in and contribute to agreed Corporate programmes and initiatives.
- 1.15 To maintain such records and management information systems as appropriate.
- 1.16 To participate in and contribute to Divisional and Directorate Management meetings and maintain effective working relationships with colleagues, senior managers, partner agencies and service users.
- 1.17 To positively engage in the external Inspection and Review processes, including CSSIW, as required.
- 1.18 To present information to Council i.e. Lead Elected Member, Cabinet and/or Committee as required.

## **2. Managing Resources:**

- 2.1 To ensure the provision of professional supervision and appraisal (PDRS) to members of the team to achieve Service aims and objectives and ensure continuous professional development and improvement in line with Council policy.
- 2.2 To positively manage staff teams through the process of change.
- 2.3 To proactively manage staff resources, flexible working arrangements, annual leave and sickness absence in line with Council Policy.
- 2.4 To recruit, select and manage staff in line with Council Policy including arranging induction programmes for new staff and ensuring team members are suitably equipped to undertake their roles and responsibilities.
- 2.5 Contribute to the strategic development of workforce planning, strategy and procedures including Training Plans.
- 2.6 Contribute to the development, review and revision of policies and procedures.
- 2.7 To facilitate Team Meetings and ensure effective communication with staff members and other officers.
- 2.8 To ensure the provision of practice learning placements and opportunities for student Social Workers and other staff as relevant.
- 2.9 Ensure compliance with the Council's Health and Safety Policies and Equalities Policies in order to fulfil statutory obligations.

- 2.10 To assume delegated responsibility for the management and control of allocated budgets and to operate efficiently and effectively within the resources available.
- 2.11 To maintain Council IT systems and data bases, complying with the Council's IT Code of Conduct and other legislative requirements.

**3. Managing Performance:**

- 3.1 To monitor the quality of service delivery and staff performance against agreed standards and to take appropriate action to ensure improvements, raising any issues with Operational Manager(s) as appropriate, in line with Council Policies.
- 3.2 To address any underperformance/capability/competency and staff disciplinary issues as appropriate and in line with Council Policies.
- 3.3 To be responsible for maintaining performance management systems to ensure accurate monitoring, reviewing, analysis and evaluation of the team and service and to contribute to performance improvement across the Division.
- 3.4 To develop an annual Team Business Plan and contribute to the Service Planning and Annual Reporting processes.
- 3.5 To work with colleagues and partner agencies to ensure the delivery of efficient, effective and high quality services.
- 3.6 To respond positively to complaints and representations from service users, families and professionals, seeking to resolve any issues at the lowest possible level.

**4. Additional Duties:**

- 4.1 The post holder will play a key role in ensuring the present and future effectiveness of Social Services and the Council and specifically in relation to the development of an identified area of service in line with the relevant Divisional/Directorate/Council Plans and Strategies, national standards and statutory/legislative requirements.
- 4.2 In addition to the above duties, the post holder must be prepared to undertake such additional/comparable duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

**Head of Service Approval:**

Signed:.....

Dated:.....

**Post Holder's Acceptance:**

Name:.....

Signed:.....

Dated:.....

COMPLETED NOVEMBER 2009