



Social Services Directorate

Childrens Services Division

Post Title	Families First Locality Team Leader		
Post Number	BG12630	Grade	9
Base	Agile Worker / Blaina ICC	Hours of Work	37 per week
Car User Allowance	Essential	Disclosure	Enhanced
Contact	Nicola Dawson Tel: 01495 355584	Updated	May 2018
Politically restricted	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes *	

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Families First Manager

Responsible for: Providing a high quality service in relation to all aspects of the Families First programme and to assist the Manager to deliver the Families First programme in line with Welsh Government guidance.

Principal Accountabilities

1. To manage the workload of and case allocations to the Family Support Workers within the Families First locality team.
2. To ensure the team carries out quality assessments of need and formulate individual support plans using the Team around the Family approach.
3. To ensure all staff within the programme are able and act on safeguarding concerns.

4. To hold a number of higher need cases and their associated administration tasks including preparation of reports and case recordings.
5. To ensure the Family Support Workers involve service users in both assessment process and development of their support plan.
6. To identify training and development needs of Family Support Workers and liaise with the Social Services Workforce Development Team to identify and provide the most appropriate support.
7. To work in partnership with and develop robust links other agencies that may form the Team around the Family model such as Education, Health, Youth Service, training and employment agencies, third sector organisations.
8. To work on a locality basis to identify gaps in service provision in order to inform planning and commissioning processes for Families First.
9. To contribute to establishing a robust interface between the Families First and Children's Locality Teams in relation to Prevention and Early Intervention.
10. To contribute to the review of the appropriateness of referrals to and from social care alongside the Families First Manager.
11. To chair a variety of meetings as required in this role e.g. family meetings, team meetings, steering groups, network meetings, meetings with partner / commissioned service.
12. To be responsible for the performance of your Families First locality team, the successful delivery of individual plans to ensure successful outcomes for children and families, and the associated collection of data to evidence this.
13. To ensure that the professional practice and standards of team members are promoted, supported and monitored through regular supervision, appraisals and training opportunities.
14. To support the development of relationships with key partner agencies, such as Education, Health, Police, third sector, to support and enhance the delivery of the services for children and families in Blaenau Gwent Families First programme.
15. To play a key role in the ongoing future development of the Families First programme in line with Welsh Government guidance.
16. To deputise for the Families First Manager when required.
17. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
18. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Qualified to a Social Work degree level (i.e. CQSW, DipSW, BA)	Essential	√			
<ul style="list-style-type: none"> Social Work Registration 	Essential	√			
Experience & Knowledge					
<ul style="list-style-type: none"> Knowledge and understanding of the Families First programme and how this links in with other prevention, early intervention and statutory services to deliver the Welsh Governments vision for support services. 	Essential	√	√		
<ul style="list-style-type: none"> Substantial experience of working with vulnerable children and families along with undertaking assessments developing support plans and writing complex reports for a variety of audiences. 	Essential	√	√		
<ul style="list-style-type: none"> Substantial experience of working in partnership with other partners and agencies. 	Essential	√	√		
<ul style="list-style-type: none"> Experience of managing / supervising / mentoring staff / students / volunteers and ability to motivate and encourage ensuring best practice. 	Essential	√	√		
<ul style="list-style-type: none"> Ability to prioritise work, making decisions on 	Essential	√	√		

<p>competing demands and taking responsibility for them.</p> <ul style="list-style-type: none"> • Have undertaken at least Level 1 and 2 in Safeguarding and have robust experience in Safeguarding and identifying and acting on Safeguarding concerns • Experience of monitoring and evaluating service delivery. 	Essential	√	√		
Skills	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Excellent report writing and presentation skills for / to a variety of audiences and able to manage workload, prioritise and meet deadlines	Essential	√	√		
Ability to work independently when required, showing drive and initiative	Essential	√	√		√
I.T. literate and able to use a range of programmes and packages including Microsoft suite and various data collection / analysing packages	Essential	√	√		√
Able to demonstrates excellent communication, leadership and management skills	Essential	√	√		√
Ability to thrive and manage staff within a fast paced, demanding work environment and ensure best outcomes	Essential	√	√		√
Possess skills to chair meetings, deliver training and presentations to a range of audiences.	Essential	√	√		√

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	√			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential	Desirable
Current driving licence and access to a vehicle for work purposes	√	
Ability to work flexibly including unsociable hours to meet the needs of the service	√	

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team	✓			✓
	Ensures equality & diversity issues are integral to service delivery		✓		✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication		√		✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together		√		✓
	Promotes and contributes to partnerships to continually improve services for the citizen		√		✓
	Networks effectively internally and externally		√		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority		√		✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓