

**Job Description****Social Services Department**

Post Title	Team Manager - SEWAS		
Post Number	BG03486	Grade	11
Base	Agile Worker / Mamhilad	Hours of Work	37
Car User Allowance		Disclosure	Enhanced
Contact	Service Manager Becky Jones	Updated	November 2024

Principal Job Purpose

Responsible to: Service Manager

Responsible for: The provision of efficient and effective team management and to lead in the provision of a flexible, responsive and high quality adoption service.

Principal Accountabilities

1. To ensure that the adoption service is maintained in accordance with statutory requirements, guidance, National Minimum Standards and the policies and procedures of the participating authorities.
2. To develop an adoption service to meet the needs of all partner agencies, children and adopters with the knowledge base to provide support and advice with regard to the adoption support framework.
3. To support staff and maintain an effective adoption service through periods of change

4. To ensure the development and implementation of supporting policies, procedures and the national adoption service good practice guides
5. To ensure appropriate information is collated and analysed to enable the monitoring and developing of the service and reporting to partner agencies and the National Adoption Service.
6. To have responsibility for the development and maintenance of; Recruitment, Assessment and approval of adoptive parents, Family Finding and for the provision of Adoption Support Services.
7. To have responsibility for maintenance of effective Adoption Panels, serving the participating authorities.
8. To provide leadership and development to the adoption team.
9. To support the development of relationships with other key agencies to enhance the adoption service.
10. To promote the awareness of permanency and adoption within the respective participating authorities.
11. To undertake an annual review of the service and prepare a business plan.
12. To report to and work with the management board in relation to the development of the adoption service.
13. To ensure that the professional practice and standards of team members are promoted supported and monitored through regular supervision and appraisal and training opportunities.
14. To participate in the recruitment and selection of staff.
15. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
16. To promote the Authorities anti-discriminatory and equal opportunities policy and adhere to the principles of the Corporate equality policy and ensure commitment to anti-discriminatory practice..
17. To undertake any other reasonable duties, as required, that are commensurate with the post.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Recognised Social Work Qualification	Essential	✓			
Registered with the Care Council for Wales	Essential	✓			
Management Qualification or working towards (NVQ 4 or equivalent)	Essential	✓			
Experience of working within a children's services settings	Essential	✓	✓		
Other experience					
Experience of successfully implementing change and improvements in a children's services setting	Essential	✓	✓		
Experience of managing staff in a children's services setting	Essential	✓	✓		
Knowledge/Skills					
Able to chair complex meetings	Essential	✓	✓		
Knowledge of childcare legislation, regulation and guidance	Essential	✓	✓		
Knowledge of regulations and standards in Adoption , current research and good practice	Essential	✓	✓		
Understanding of the principles of staff supervision	Essential		✓		
Understanding of the impact of change and supporting teams through the process	Essential		✓		
Able to plan and prioritise work	Essential	✓	✓		
Good interpersonal skills	Essential	✓	✓		
Good written and verbal communication skills	Essential	✓	✓		
IT literate, with the capacity to produce reports and presentations	Essential	✓	✓		
Able to produce reliable and appropriate data and use it to develop the service	Essential	✓	✓		

2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Hold full UK driving licence and access to a car for work purposes	Essential	✓			
Welsh Language Ability	Desirable	✓	✓		✓

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. 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
Leading People	Sets the standard of leadership for the service		✓		✓
	Provides clear direction and goals for the service		✓		✓
	Takes direct responsibility and is accountable for actions				✓
	Ensures the principles of equality and diversity are embedded in the service				✓
	Recognises and celebrates others' contributions & achievements				✓
	Challenges inappropriate behaviour				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating the Vision	Translates the vision into operational objectives				✓
	Develops long term objectives and strategies for own service area to achieve the vision		✓		✓
	Proactively promotes the vision to others				✓
	Ensures others understand how their role contributes to achieving the vision				✓

Topic	Competencies	Assessment Method			
		App Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Facilitating High Performance and Results	Is committed to continually improving performance of self and others		✓		✓
	Sets ambitious performance targets and priorities for self and others				✓
	Gives regular, constructive feedback on team/individual performance				✓
	Motivates others to achieve and improve performance		✓		✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately				✓
	Seeks learning opportunities from results				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Maximising Potential	Encourages and develops personal accountability in others				✓
	Encourages others to think for themselves				✓
	Promotes risk-taking and supports appropriately				✓
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services		✓		✓
	Promotes development in self and others				✓
	Supports and trains others in own areas of expertise				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Promotes a culture of open communication				✓
	Communicates effectively, using a variety of styles, with a broad range of people		✓		✓
	Creates and develops networking opportunities to influence				✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

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				✓
	Understands problem solving is part of the improvement process		✓		✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working together	Understands partnerships in the context of the "big picture"				✓
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓
	Identifies the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working, both inside and outside the service			✓	

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Promoting a Citizen Centred Culture	Recognises the importance of contributions from the community to setting and achieving continually improving services				✓
	Promotes and develops a continually improving citizen-focused culture within the service				✓
	Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.		✓		✓
	Engages with the community appropriately and respectfully				✓
	Is an ambassador for the organisation and the community it serves				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working With Councillors	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓
	Abides positively with the protocols relevant to the political relationship		✓		✓
	Is confident to refer enquiries to others when appropriate		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Pushing the Boundaries	Regularly and constructively challenges the status quo				✓
	Proactively thinks how potential change will affect the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice		✓		✓