

**Job Description**

**Social Services
Children's Services Department**

Post Title	Team Manager – Supporting Change Team		
Post Number	BG12941	Grade	11
Base	Agile	Hours	37
Car User Allowance		Disclosure	Enhanced
Contact	Michelle Griffiths	Updated	2024
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:**

Supervised by Service Manager

Responsible for:

To manage and supervise staff in the delivery of intensive interventions to families with the aim of preventing children becoming Looked After; supporting children for whom rehabilitation has been identified as their permanence plan; contributing to assessments of potential for change and rehabilitation. Forming excellent working relationships between the Edge of Care Team and the operational statutory teams.

Principal Accountabilities

1. Ensure work is allocated appropriately to all staff under your supervision and that work is recorded, managed and prioritised to agreed timescales and standards
2. To chair relevant meetings, as directed by your line manager and to support staff in attending Child Protection Conferences and Court when necessary
3. Ensure that the professional practice and professional development of staff is promoted, supported and monitored through regular supervision.
4. Develop and maintain performance monitoring systems in relation to the work of the team
5. Write and present reports in relation to the team's performance, including value for money and cost avoidance for the authority.
6. To participate in the development and delivery of training as agreed by your Service Manager.

7. To ensure the implementation of and compliance with legislative and policy changes.
8. To maintain accurate electronic records in accordance with Directorate Policy, Guidance and Legislation
9. To manage allocated budgets in accordance with delegated responsibilities.
10. Undertake formal managerial duties in line with established Council procedures such as sickness counselling, disciplinary procedures etc.
11. To take responsibility for your own continuous professional development.
12. To undertake any other duties that may be required by the Director of the Social Services Department.
13. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
14. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Certificate, Diploma or Degree in Social Work or equivalent social work qualification	Essential	✓			
Registered with Social Care Wales	Essential	✓			
Management qualification	Desirable	✓			
Significant post-qualifying experience of statutory child care	Essential	✓			
Direct involvement with child protection whether as a practitioner or as a manager	Essential	✓			
Experience of chairing meetings	Essential	✓			
Experience of quality Assurance and Performance management Systems	Essential		✓		
Supervision of staff and/or students.	Desirable		✓		
Budget management experience	Desirable	✓			
Practice Teaching qualification	Desirable	✓			
Post-qualifying social work awards	Desirable	✓			
Knowledge/Skills					
Knowledge of the relevant legislation, guidance and regulations	Essential		✓		
Knowledge of Child/ Adult safeguarding	Desirable		✓		
Knowledge and understanding of current research and good practice in Social Work	Essential		✓		
Commitment to working in partnership with all service users and their families	Essential		✓		✓
Ability to develop inter-agency links	Essential		✓		✓
To be able to work on their own initiative	Essential		✓		
Ability to write analytical reports	Essential		✓		✓
Ability to motivate staff	Desirable		✓		✓
Time management	Essential		✓		✓
Co-ordinating professional development and training of staff	Desirable		✓		
I.T skills	Essential		✓		
Good verbal and written communication skills	Essential		✓		
Well-developed negotiation skills	Essential		✓		✓
Effective problem solving skills and the ability to analyse and evaluate information and to apply criteria to make prioritised judgements.	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	Application Form	Interview	Other (please specify)	Probationary Period
Full driving licence and access to a car for work purposes	✓	✓			

4. 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				✓

		Assessment Method			
Topic	Competencies	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				✓

		Assessment Method			
Topic	Competencies	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				✓