

JOB SUMMARY

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| Post Title | Team Manager – Permanence | | | | | | |
| Job Family | <i>Service Delivery</i> | Pay Range | 13 | Line Manager to others? | Yes | Role profile ref | SD13 |
| Service Area | <i>Childrens Services</i> | | | | | | |
| Line Manager | Service Manager Children in Care | | | | | | |
| Location | County Hall, Newport, Isle of Wight / to be agile | | | | | | |

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| Job Purpose To manage the permanence team ensuring that children are safe and well cared for, that practice continues to improve, and that performance is monitored and correctly reported. | | | |
| Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities) <ul style="list-style-type: none"> Effectively manage risk and safeguarding issues and escalate appropriately Overseeing the completion and signing off of assessments Managing investigations on case matters and staff performance across the permanence team and as required elsewhere in the Council. Overview the statutory work/interventions/events/training undertaken by the permanence team Carrying out management activities on a day-to-day basis (including effective supervision, performance management, HR policies/procedures) Provide performance data, analysis and commentary to the Service Manager at least monthly and as required Deputise for the Service Manager where appropriate Represent the Council as required in the development of the service and sharing good practice. Safely recruit staff to the team. | | | |
| Knowledge, Skills and Experience | | | |
| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
| Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups. | Proven experience of working on interventions and quality assure pieces of work to improve standards and inform service delivery. Proven ability to manage the teams interventions and training. Lead the development and delivery of training both to staff and to foster carers and adopters. | X | |
| Significant relevant experience managing service delivery in a similar environment, with expert knowledge of the service area, the authority and wider sector / external influences. | Proven ability to manage and quality assure the teams delivery of intervention across the board. Proven ability to ensure that team members are meeting the service standards, targets and deadlines as required. To ensure that the ATM's have relevant oversight to monitored and maintain performance. | X | |

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| Strong and demonstrably effective communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others in complex or politically sensitive situations. | <p>Proven ability to role model efficiently and effectively with a range of individuals including adults, children, other professionals and stakeholders across a variety of settings.</p> <p>Drive, encourage and promote learning discussions to influence positive reflection, practice and change to ensure positive outcomes with children and better working practices.</p> <p>Ability to respond to complaints in person and in writing in a manner that enables matters to be progressed.</p> | X | |
| Good ICT skills including both standard Microsoft applications and specialist systems. | Word, excel, power-point, outlook, convene. Share-point, ICS, Swift, Mosaic and charms. | | X |
| Expert knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Wide reaching knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the design and development of strategies, procedures and practices. | <p>In-depth understanding of fostering and adoption regulations, policies, procedures and all aspects of regulatory framework for children. Use this knowledge to advise practitioners, managers and panel members whilst holding own permanence team to account.</p> <p>Experience of leading the implementation, delivery and development of all aspects of local authority procedures in relation to these areas.</p> <p>Demonstrable knowledge of external stakeholders and influences within the wider community and the impacts associated with this.</p> <p>Awareness and ensuring the implementation of HR related policies/procedures including (but not only) capability, disciplinary, probation, attendance management.</p> | X | |
| Manager only Proven ability to manage, develop and motivate a multi-disciplinary team/s of professional and/or vocationally qualified and support staff. Budget, financial assessment (where relevant) and contract management experience. Experience of representing the work area in a professional / legal capacity. | <p>Ability to work within the scheme of delegation in order to manage own team and escalate safeguarding concerns and risks as required.</p> <p>Ability to work with adoption and fostering colleagues locally and nationally to develop practice.</p> | X | |

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| Strategic planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved. | Ability to supporting and directing others. Ability to manage and monitor competing demands. Ability to allocate team demands to ensure that performance targets are met. | X | |
| Experience of multi-disciplinary and partnership working and awareness of the issues involved. Experience of chairing meetings and leading working groups. | Awareness of wider service requirements and ability to inform and escalate issues appropriately to inform wider decision making to fundamentally reduce risk/safeguarding concerns. Ability to chair complex meetings in order to manage risk and progress multi-agency planning Ability to cover for colleague managers to meet the needs of the service as a whole. | X | |
| Excellent planning and organisational skills to manage a complex multiple workload, prioritise and set deadlines and cope with conflicting and changing demands. | Ability to plan service development and manage service delivery in order to meet regulatory and performance needs. | X | |
| Qualifications | | | |
| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
| May require relevant certifications including evidence of fluency in English language. | | X | |
| Educated to degree standard or equivalent. | | X | |
| Relevant professional / vocational qualification | Relevant qualification in Social Work and current registration to the relevant governing body. Degree in management and leadership or professional management qualification | X | |
| Other Requirements | | | |
| Working at weekends, bank holidays and evenings as required Work in conjunction with Adopt South Attend meetings/training/events on the mainland as and when required Criminal records check (DBS) | | | |
| Organisational Structure (optional) | | | |