

JOB SUMMARY

Post Title	Assistant Team Manager- Fostering Recruitment and Assessment						
Job Family	<i>Service Delivery</i>	Pay Range	11	Line Manager to others?	Yes	Role profile ref	SD11
Service Area	<i>Childrens Services</i>						
Line Manager	<i>Fostering and Adoption Team Manager</i>						
Location	<i>County Hall with agile working options</i>						

Job Purpose

To effectively manage and supervise the Recruitment and Assessment HUB comprising of both qualified and unqualified individuals whilst maintaining and effective case load of their own.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Effectively manage both your own and the teams concerns regarding risk and safeguarding issues and escalate appropriately
- Overseeing the completion of assessments held within the permanence team whilst signing off supervisee's assessments
- Providing independent advice and/or investigations on case matters across the Fostering and Adoption Team
- Overview the statutory work/interventions/events/training undertaken by the Fostering and Adoption Team
- Carrying out management activities on a day-to-day basis with the support of the Team Manager (including effective supervision, performance management, HR policies/procedures)
- Effectively hold own case load including complex case loads
- Provide performance data, analysis and commentary to the Team Manager at least monthly and as required
- Deputise for the Team Manager where appropriate
- Liaise with partner agencies and maintain effective working relationships- taking a lead role in representing the Local Authority within the LAFSE partnership and regional meetings.

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.	<i>Overview the assessment of needs undertaken by Social Workers.</i> <i>Oversee the interventions and quality assure pieces of work to improve standards and inform service delivery.</i> <i>Oversee the team's interventions and training. Contribute to the development and delivery of training.</i>	x	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<i>Ability to manage and quality assure the teams delivery of intervention across the board.</i> <i>To ensure that team members are meeting the service standards, targets and deadlines as required.</i>		x
Good 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.	<i>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.</i> <i>Drive, encourage and promote learning discussions to influence positive reflection,</i>	x	

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	<i>practice and change to ensure positive outcomes with children and better working practices.</i>		
Good ICT skills including both standard Microsoft applications and specialist systems.	<i>Word, excel, power-point, outlook, convene. Share-point, ICS, Swift, Mosaic and charms.</i>	x	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the development of procedures and practices.	<p><i>Thorough 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.</i></p> <p><i>Overseeing and promoting the implementation and delivery of all aspects of local authority procedures in relation to these areas.</i></p> <p><i>Demonstratable knowledge of external stakeholders and influences within the wider community and the impacts associated with this.</i></p> <p><i>Awareness of HR related policies/procedures including (but exhaustive) capability, disciplinary, probation, attendance management.</i></p>		x
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<p><i>Ability to self-prioritise own workload whilst supporting and directing others. Ability to manage and monitor competing demands.</i></p> <p><i>Awareness of wider service requirements and ability to inform and escalate issues appropriately to inform wider decision making to fundamentally reduce risk/safeguarding concerns.</i></p>	x	
Proven research, investigation and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop solutions/recommendations that are both cost effective and within time constraints.	<p><i>Demonstrate ability to self-undertake research to maintain professional development standards.</i></p> <p><i>Proven ability to utilise research/knowledge gained to inform own and others practice.</i></p> <p><i>Ability to seek out information and critically analyse sufficiently the research (and/or other sources e.g. Serious case reviews). Demonstratable ability to share research.</i></p> <p><i>Provide solutions to complex cases/scenarios whilst constantly considering the public purse and financial impacts.</i></p>	x	
Excellent customer service skills, with experience of resolving escalated and complex queries.	<p><i>Providing initial information and advice to the Team Managers on complaints and recognising where complaints may arise.</i></p> <p><i>Recognising where complaints may arise to spot patterns both individually and across the service.</i></p>		x

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	<i>Put forward solution-based interventions.</i>		
Proven ability to build and maintain relationships and engage successfully with stakeholder community.	<i>Demonstratable experience of building and maintaining relationships across a variety of services including external stakeholders.</i> <i>Ability to negotiate and intervene where they are present.</i>	x	
Budget management experience. Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Practical awareness of budgetary constraints. Ability to demonstrate the capacity to work within set budget constraints.</i> <i>Ability to recognise where savings might be made and proven ability to influence service decision on budgetary spending.</i>		x
Experience of volunteer management where appropriate to the job.	<i>Engaging positively with non-employees (volunteers, agency staff etc.)</i>		x
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require level 4 up to first degree standard or equivalent experience in a relevant subject.	<i>Recognised professional Social Work qualification and current registration to the relevant governing body.</i>	x	
May require relevant certifications including evidence of fluency in English language.	-	x	
Relevant professional/vocational qualification	<i>Relevant people/management qualification</i>		x
Other Requirements			
Work evening, weekends and/or bank holidays as and when required			
Work in conjunction with Adopt South			
Attend meetings/training/events on the mainland as and when required			
Organisation Structure (optional)			