Aberdeenshire COUNCIL **Job Profile**

December 2016

1. JOB IDENTITY

Post Title:	Team Manager (Children & Families)	**Service:**	Education & Children's Services
Section:	Social Work (Community Support)	**Grade:**	Team Leader M
Reports to:	Social Work Manager		

2. JOB PURPOSE

- Responsible for the operational delivery of critical services to vulnerable children, individuals, their families and carers through the day to day management of a team of professional and support staff.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Leadership and day to day management of the team
- Professional supervision.
- Undertake quality assurance of service provision by auditing and monitoring the practice of team members and contributing to the continuous professional development of all team members
- Ensure statutory responsibilities are appropriately discharged
- Decision making on priorities for service
- Prepare relevant reports / cases related to Children's Welfare and vulnerable individuals
- Ongoing contribution to the development of strategy and policy to meet existing standards and define higher ones
- Financial management and monitoring of devolved budgets

  Multi - Agency working, corporate and representational duties
- Ensure that all team members adhere to health and safety policies and comply with reporting procedures

4. QUALIFICATIONS AND TRAINING

Essential:

- BA (Hons) Social Work or equivalent
- Training in Children (Scotland) Act 1995
- Registration with SSSC as a Social Worker
- Post qualifying Awards such as Practice Teaching Award, Child Protection studies, Mental Health Officer Training, Securing Children's Futures

Agreed

Desirable:	• Management training

5. EXPERIENCE

Essential:

- Substantial post qualification experience in a child care setting
- Experience of child protection investigations
- Experience of presentations to Children's Panel / Sheriff Court
- Experience of individual assessments of children
- Experience of work in a child care setting
- Resource and budget management experience
- Experience of multi-agency working

Desirable:

- Previous experience in supervising / supporting staff
- Preparation and presentation of cases to Adoption & Fostering Panel
- Management experience
- Experience of Self Directed Support (SDS)

6. KNOWLEDGE AND SKILLS

Essential:

- Thorough knowledge of Children (Scotland) Act and related legislation
- Knowledge of theoretical and practical issues related to permanency planning
- Thorough knowledge of Child Protection processes
- Ability to manage competing risks and demands
- Organisational skills
- Good communication skills- written and verbal
- The ability to work to timescales
- Management and leadership skills
- Ability to foster effective professional contacts and relationships
- The ability to problem solve and be solution focused
- Ability to travel
- Flexibility
- Computer literate

Desirable:

- Knowledge of theoretical and practical issues related to the needs of children with disabilities
- Knowledge of Self Directed Support (SDS)

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post

Agreed