

Deputy Team Manager – Fostering Supervision and Recruitment

JE Code: JE2188

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| **We are dedicated, respectful, collaborative, we are Milton Keynes Council** | |
| **Service** | Corporate Parenting Service |
| **Reports to:** | Team Manager |
| **Job Family** | Care and Welfare |
| **Grade:** | J |
| **Political restricted**  **Date:**  **JE Code:** | No  February 2021  JE2188 |

**Key Deliverables**

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| **1.** | To support the Fostering Operations Manager to ensure that services are delivered in line with The Fostering Services: National Minimum Standards 2011 and legal requirements of the Fostering Services Regulations 2011 and The Children Acts 1989 & 2004. To ensure that all children in need, in need of protection, and/or in care are safeguarded and their well-being is promoted effectively, through assessment and care planning alongside the application of specialist theory, practical and procedural knowledge. |
| **2.** | To assist, the recruitment/retention of all foster carers, and timely completion of assessments. To support and quality assure all aspects of work relating to the Fostering Service and quality assure Development Plans and Household Reviews. To ensure effective presentation at Fostering Panels, quality assure reports and support the Operations Manager to develop learning from any emerging theme. |
| **3.** | To work in partnership with key agencies, ensuring collaboration and information sharing to ensure good outcomes for children. |
| **4.** | To manage and oversee the supervision of foster carers and Special Guardianship carers. To ensure recruitment and retention of carers and support Operations Manager with the development of Fostering strategies and policies and completion of household reviews. |
| **5.** | To manage and ensure the effective management of the team (Social Workers, Social Work Assistants and childcare professionals) and the supervision and allocation of casework/assessment is monitored across the team. To ensure budgetary guidelines are adhered to by team members through supervision and applying appropriate decisions which reflect cost effective decision without compromising need. To undertake staff performance tasks as directed by the Operations Manager to ensure staff performance conforms to the required professional and performance standards, including full electronic recording of work on Liquid Logic system. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills, expertise & qualifications)**

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| **1.** | Professional qualification in Social work qualification with extensive post qualification experience and/or supervisory experience in social care field with Fostering Service experience. Detailed theoretical knowledge of the Fostering Service, childcare issues, legislation, policy and research. |
| **2.** | Experience of case management practice within the Fostering Service and supervisory experience of Social Workers, Social Work Assistants to improve outcomes. |
| **3.** | Must be self-motivating and able to make difficult decisions and support staff in complex work, extensive experience in supervision, development, appraise staff, within a framework and to Fostering Service Network and Social Work England standards. Able to lead and motivate staff to deliver changes in practice, team structures and joint working in line with local and national requirements. |
| **4.** | To possess good written and verbal communication skills including presentation skills with ability to question, challenge, solve problems and complete tasks within variable time frames. |
| **5.** | Good interpersonal, organisational and information management skills. |



Job Family

Care & Welfare

Grade J

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Care and Welfare family jobs have as their primary responsibility, the vulnerable members of our community who depend upon the Council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

**Role Characteristics**

At this level roles are team managers whose deep knowledge of their Social Work or Public Health specialism sees them dealing with a combination of highly complex strategic and operational issues. Expected to deliver innovation and service development, these roles make an important contribution to shaping the Council’s response to the demands made upon it related to the care and welfare of vulnerable members of our community.

**The Knowledge and skills required**

The expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either an advanced level of theoretical understanding of a very wide range of social work issues and/or associated disciplines, or an equivalent level of very lengthy practitioner level experience.

Roles may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

Roles at this level will engage with others in assisting with physical tasks requiring some modest manual dexterity. Computer use is also a day to day feature of these roles.

**Thinking, Planning and Communication**

Problems at this level will include fast-paced operational decision making where juggling resource priorities, client needs, and procedural or regulatory limitations will combine to add considerable complexity to the process. But in addition to this, job holders must take a long-term view of their team’s targets and performance and will be expected to drive improvement through innovation and policy development.

Job holders will have highly developed communication skills usually developed in the social work/public health arena at practitioner level. Job holders will need to influence others at a corporate level in order to achieve team aims.

They will also be regularly dealing with complex and contentious information which will require potentially difficult interactions both inside the Council and with external partner organisations and other stakeholders.

**Decision Making and Innovation**

Roles are constrained only by very high-level management oversight. Job holders are expected to shape their team’s operational priorities and methods in line not only with Council policy guidelines but according to national standards. Job holders will require discretion and initiative over a broad area of social work/public health activity.

**Areas of responsibility**

Job holders will have a major responsibility for assessing the complex needs of large groups of vulnerable individuals and shaping the Council’s response to these needs, devising entire programmes of care and welfare. Their decisions and actions will impact directly on individuals and groups and have potentially long-term consequences.

Job holders will generally have formal management responsibility within their team or centre. Those at this level who do not have this responsibility will be social work professionals, whose specialist qualifications offset this slightly reduced demand.

Job holders will have discretionary budget responsibility and may also contribute to budget setting by assessing financial need in relation to delivery of team aims.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

**Impacts and Demands**

The requirement for greater than normal physical effort is modest, although there will always be a need for limited standing, walking and the lifting/carrying of equipment and other items. Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention, while tasks such as report writing and attending case meetings will call for lengthy periods of concentrated mental attention.

Given the range of case work involved, job holders will also experience high level pressures of deadlines and conflicting demands. Job holders are required to develop and maintain client relationships which may need them to exert greater than normal emotional resilience, with particularly challenging service users.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people related behaviour from time to time.