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**Job Outline**

##### Post: Team Manager (Fostering and Adoption)

##### Service: Children’s Health Care and Justice

**Section:** Corporate Parenting

**Grade:** G12

**Job Purpose:** To be a member of the Management Team to contribute to the development of policy, procedures and service development in line with National Policy and to lead a team of Social Work employees to protect and promote the welfare and wellbeing of Children, Adults at Risk and Communities In order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the East Ayrshire Health and Social Care Partnerships and the Community Plan.

1. **STRUCTURE CHART**

Service

Manager

Team Manager

Social Worker

1. **KEY DUTIES & RESPONSIBILITIES**
2. Manage the day-to-day delivery of Fostering & Adoption services ensuring the achievement of quality standards and positive outcomes for service users while complying with the overall aim, objectives and core functions of the Service
3. Lead on the development of fostering and adoption activities and the development of registered carers ensuring carers receive regular structured supervision and that learning portfolios are effectively maintained and developed and regular feedback is provided on performance
4. Contribute to the work of the team ensuring all work is focused on achieving improved outcomes for children, young people and their families incorporating a range of creative solutions to complex situations that seek to achieve the highest standard and continuity of care and support at all times
5. Assume accountability for the provision and continuity of support to service users and for final decisions and recommendations for statutory interventions, drawing on information held by a range of agencies to inform decision making.
6. Develop positive professional relationships with children, young people and their families including foster and adoptive carers and their families and/or Adults at Risk using the most effective communication methods.
7. Ensure the effective management of employees including those assigned by the Service Manager from other settings or multi-disciplinary teams.
8. Manage the allocation of work in order to maintain effective workload management arrangements.
9. Monitor and promote high quality standards and practices through the provision of regular structured supervision with all team members.
10. Ensure the effective management of absence and performance for team members and assist in recruitment and selection processes as required in accordance with the Council’s Human Resources policies and procedures.
11. Engage directly with service users, their families and carers to help support people towards positive outcomes.
12. Ensure all foster and adoptive carers are supported and developed in line with national and agency standards.
13. Monitor and review the effectiveness of individual planning ensuring objectives and outcomes are being achieved.
14. Contribute to carer learning and development portfolios by providing support to evidence based reflective learning; training and learning initiatives and use and application of current research.
15. Contribute to the Partnership’s strategy for Public and Community Safety with particular emphasis on the need to protect vulnerable people.
16. Ensure Departmental policies and procedures in relation to the protection of vulnerable people are followed at all times.
17. Ensure the effective implementation of Social Work components for risk management plans and take appropriate action where there is concern that a multi-agency plan is not being implemented correctly.
18. Ensure relevant systems are in place to support, develop and implement the Partnership’s response to the National Strategy regarding fostering and adoption services
19. Ensure that Social Work employees involved in Statutory Intervention participate in discharging their duties in this area and challenge practice where appropriate
20. Act as East Ayrshire Fostering & Resources, and Adoption & Permanency Panel Co-ordinator as required.
21. Act as Chair for a range of foster carers and care plan reviews for individuals as required by Service standards.
22. Undertake relevant learning and development opportunities, including those relating to management development, to ensure registration with the Scottish Social Services Council (SSSC) and support continuous professional development in order to achieve the Department’s objectives of delivering a quality service.
23. Ensure the establishment of and continuous development of effective engagement between the Service and other Departments, external partners and all other stakeholders by promoting and developing intra-departmental working practices and arrangements.
24. Promote public understanding of the services provided by Social Work.
25. **GENERAL RESPONSIBILITIES**
26. Contribute to the development and implementation of relevant policies, procedures and strategies relating to the area of responsibility and ensure effective and efficient implementation.
27. Manage effectively all resources such as buildings, equipment and other assets.
28. Manage employees within the team in accordance with the Council’s Human Resources policies and procedures.
29. Ensure the effective management of all Fostering & Adoption budgets in accordance with the Council’s Financial Regulations to ensure the most cost-effective delivery of services.
30. Develop utilise and maintain effective information and administrative systems, making best use of relevant management reporting tools.
31. Promote the health and safety of employees at work and of service users through the implementation of the Council’s policy on health, safety and welfare at work and Departmental Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.
32. Maintain an up-to-date knowledge of best practice within areas of functional responsibility and encourage a research based approach to practice ensuring compliance with all relevant legislation.
33. Ensure that services are provided within a Best Value/quality framework and that performance is regularly monitored and continuous improvement achieved.
34. Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council’s Equality and Diversity Policies and the statutory and general and specific Equality Duties.
35. Represent the Department at appropriate internaland external events and meetings in accordance with the remit and status of the post.
36. Participate in the East Ayrshire FACE Time process annually in accordance with the Council’s procedures.

**Person Specification**

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| Designation: Team Manager | Post No: |
| Service: Children’s Health Care and Justice | Section: Fostering & Adoption |

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| **Attributes:** | **Essential Criteria** | **Desirable** |
| Qualifications | * Degree in Social Work, CQSW, DIPSW or equivalent qualification | * Certificate in Social Work management or other relevant management qualification. * Certificate in Child Protection/Adult Protection. * MHO/Practice Teacher. |
| Knowledge & Skills | * In-depth knowledge of current legislation and best practice within Social Services. * Working knowledge of Social Work issues within the relevant field. * Working knowledge of the impact of abuse or trauma on service users. * Ability to carry out complex risk assessment and care management. * Ability to supervise a team. * Demonstrate a good understanding of the management role and application of management techniques. * Demonstrate effective verbal and written communication skills. * Ability to meet deadlines and carry out workload management. * Ability to manage a budget. * Competent IT skills including an ability to use e-mail and databases such as SWIFT. | * Demonstrate an in-depth understanding of the role and purpose of Social Services within East Ayrshire Health and Social Care Partnership in the context of public service. * Working knowledge and understanding of leadership and change management techniques. |
| Experience | * Worked in a relevant Social Work discipline. * Worked a multi-agency capacity across multi discipline teams. * Undertaken or contributed to Outcomes Focused Assessment. * Contributed to the management resources including budgets. | * Worked in partnership with other agencies and organisations. * Lead and managed an employee group through roles such as Link Worker, Practice Teacher or mentor |
| **Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours** | | |
| **Quality** | **Behaviour** | |
| Flexible | * Have an open mind and look for better ways of doing things. * Embrace new technologies to improve services for the people we serve. * Welcome opportunities to learn and grow. | |
| Approachable | * Develop positive and productive relationships with everyone. * Listen, notice, respond and engage. * Manage our reactions and think about how our behaviour affects others. | |
| Caring | * Embrace working in a team and working with others. * Take pride in your role, serving our community and strive to be the best we can be. * Be kind to others and to ourselves. | |
| Empowered | * Have the courage to try new things. * Work with others to find the best solutions. * Help everyone to realise their full potential. | |