

**Post Title:** Team Manager AA343

**Evaluation:** 631 points **Grade:** N10

**Responsible To:** Service Manager

**Responsible For:** A team of social work staff

**Job Purpose:** To manage a team and deliver services to customers in accordance with agreed objectives, financial targets, quality and performance standards. To assist in the development, implementation and monitoring of operational policies and procedures.

**Main Duties:** The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To manage a team of social work staff and associated activities, and resources, including all aspects of work allocation, performance monitoring, staffing issues, professional/administrative advice and support, recruitment, development and training in order to meet service objectives.
- 2 To interpret local and national policy and legislation, and advise management on the implications in terms of service provision and resources. To include the provision of statistics and reports as appropriate.
- 3 To assist in the development of effective operational procedures in respect of approved policies. To implement, monitor and maintain these procedures.
- 4 To manage assessment and child protection and adult investigation processes, to make service decisions with regard to service demand and resource availability in accordance with the Directorate policies and delegated responsibilities.
- 5 To monitor and control agreed devolved budgets, and financial management systems in accordance with financial regulations, Social Services and City Council policy.
- 6 To chair and/or participate in meetings with respect to service users and service provision in accordance with Social Services, City Council and legislative requirements.
- 7 To liaise with, and where appropriate co-ordinate the involvement of Social Services, officers from other directorates and external organisations, on an individual and multi-disciplinary care team basis, to ensure the effective provision of services.
- 8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

- 9 Where appropriate, and as agreed, to undertake specific projects within the directorate allocated to ensure social services are developed, monitored, co-ordinated and delivered effectively in accordance with local and national requirements.
- 10 To contribute to the development and promotion of Social Services and collaborate with other staff to assist the directorate to determine and achieve its service plan objectives.
- 11 To be a representative of Social Services as appropriate at management and officer groups, in meetings with elected members and external organisations at local, and national level, providing advice and information as required.