

**DARLINGTON BOROUGH COUNCIL
CHILDREN AND ADULTS SERVICES**

JOB DESCRIPTION

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| <u>POST TITLE :</u> | Team Manager Early Help 5-19 Team |
| <u>GRADE :</u> | Band 13 |
| <u>JOB EVALUATION NO.</u> | E3357 |
| <u>REPORTING RELATIONSHIP</u> | Service Manager YOS and Early Help |
| <u>JOB PURPOSE :</u> | To play a crucial role in managing a multi-disciplinary team and co-ordinating the design and delivery of effective, multi-disciplinary services. |
| <u>POST NO.</u> | POS001153 |
| <u>PDR COMPETENCY FRAMEWORK</u> | Level 2, Core Management Competencies for all managers |

MAIN DUTIES/RESPONSIBILITIES

1. To manage a multi-disciplinary team to ensure seamless provision of service across the 0-19 age range of children and young people in the context of their Family.
2. To fulfil the responsibility for the development and delivery of targeted Early Help services by managing a dedicated team in the co-ordination, design and delivery of effective, multi-disciplinary services across the borough. To be responsible for staff delivering services direct to families, children and young people.
3. Ensure that interventions are based on quality assessments.
4. To have operational responsibility for the service delivery management planning local developments and performance.
5. To work in partnership with team members in developing increased participation of children, families and the various communities in service planning, contributing to the wider Children and Young People's Plan for Darlington.
6. To further develop and embed integrated working models including Early Help and the Lead Practitioner role, including quality assurance.
7. To set and review targets and objectives for the team, ensuring that work is focussed and has clear direction.
8. To manage and co-ordinate the packages of support for families to ensure that they are maintained within their families where appropriate and improve the outcomes for the children, young people and their families.
9. To work in partnership with key organisations to develop capacity and enhanced service delivery across the borough.

10. To promote the engagement of all key partners and establish effective working relationships with a wide range of statutory and voluntary agencies to ensure that Early Help are closely aligned to all other children's services in Darlington
11. To work collaboratively with other children's services to develop the optimum targeted offer of services to children, young people and their families to ensure a continuum of service provision.
12. To support the Service Manager and participate in the planning of services that meets the Performance Framework. To play a key role in the delivery of Darlington's Children and Young People Plan.
13. To ensure robust information and data systems are developed and maintained for Early Help, so that impact of service delivery can be measured and evidenced against the performance framework.
14. To analyse, interpret, compare and contrast complex information, service requirements and options ensuring the effective approaches to effective service delivery and team working.
15. To ensure that services are promoted through a variety of media.
16. To promote and disseminate best practice in all the areas covered.
17. Ensure the provision of effective management, supervision, appraisal, support and training to staff by promoting a culture of continuous learning for all, coaching others, appraising performance and releasing potential
18. To lead in collaboration with other managers and workforce Development the planning, delivery and evaluation of training programmes across the multi-disciplinary team.
19. To undertake responsibility for your own professional development and discuss this with the line manager in order to agree activities for the purpose of continuing professional development.
20. To attend training, identified within the appraisal process.
21. The post holder will ensure that Team Members ensure that the well-being of children and young people is paramount. To liaise with safeguarding services as appropriate and ensure child protection case supervision is in place and monitor effectiveness.
22. To carry out your duties as both a manager and employee in line with the Council's Equality Policy and Race Equality Scheme.
23. To fulfil your health and safety management role as detailed in Local authority Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
25. Any other duties of a similar nature related to this post which may be required from time to time.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY*

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: December 2016

DARLINGTON BOROUGH COUNCIL
PERSON SPECIFICATION
CHILDRENS AND ADULTS SERVICES
TEAM MANAGER EARLY HELP 5-19 TEAM
POST NO: POS001153

All appointments are subject to satisfactory references.

| Criteria No. | Attribute | Essential (E) | Desirable (D) |
|---------------------------------------|---|---------------|---------------|
| Qualifications & Education | | | |
| 1 | National Professional Qualification in Integrated Centre Leadership (NPQICL) or working towards OR Professional qualification relevant to working with children and families | E | |
| 2 | Management Qualification (e.g. Cert. Or Dip. In Public Service Management, MBA, DMS). | | D |
| Experience & Knowledge | | | |
| 3 | Approx. 5 years' experience of delivering services to children, young people and families | E | |
| 4 | Approx. 3 years' experience of managing multi-disciplinary teams including the professional supervision of staff and performance management | E | |
| 5 | Approx. 3 years' experience of Safeguarding Children | E | |
| 6 | A sound understanding and working knowledge of the 0-18 agenda key stakeholders, planning partnerships and relevant legislation and policy, with a particular emphasis on those children and young people considered to be vulnerable | E | |
| 7 | Experience and knowledge in developing effective integrated working strategies | E | |
| 8 | Knowledge and skills in, performance and reporting against plans | E | |
| 9 | Demonstrable effective experience of working within a multi-disciplinary / partnership environment. | E | |
| 10 | Experience of involving service users in service planning and delivery. | E | |
| 11 | Understanding of the needs of vulnerable families and associated risk factors. | E | |
| 12 | Experience of developing, implementing, monitoring and reviewing policies and procedures | E | |
| 13 | Knowledge of the opportunities for, and the barriers to, integrated practice and experience of overcoming those barriers. | E | |
| 14 | Experience of effective budget management | E | |
| 15 | Experience of community capacity building. | | D |
| Skills | | | |
| 16 | Demonstrable networking, negotiating, influencing and chairing skills. | E | |
| 17 | Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations) | E | |
| 18 | Proven ability to work in complex multi-agency partnerships. | E | |

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| 19 | Ability to identify and create opportunities for services to be developed and delivered in different ways. | E | |
| 20 | Ability to solve problems and be able to resolve conflict | E | |
| 21 | Ability to enable the participation of children, young people, parents and communities in decision making processes particularly those who are socially excluded. | E | |
| 22 | Able to prioritise workload and to plan and allocate tasks to meet deadlines | E | |
| 23 | Planning, co-ordinating, analytical and organisational skills and experience of managing a range of complex programmes, plans and strategies | E | |
| 24 | Ability to work to broad policy guidelines and to use discretion and act on own initiative as required | E | |
| 25 | Ability to drive improvements to practice across services | E | |
| 26 | IT Literate, capable of using MS Word / Excel and office packages | E | |
| 27 | Ability to demonstrate effective PR skills. | | D |
| Personal Attributes | | | |
| 28 | Effective leadership skills. | E | |
| 29 | A clear vision and enthusiasm for improving outcomes for vulnerable children, young people and their families. | E | |
| 30 | Understanding of the change process and ability to work within this | | D |
| Special Requirements | | | |
| 31 | Interest in working with vulnerable children, young people and their families to improve outcomes. | E | |
| 32 | Ability to form and maintain appropriate relationships and personal boundaries with children, young people and their families. | E | |
| 33 | Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline. | E | |
| 34 | Suitability to work with children. | E | |
| 35 | The ability to access reliable transport to carry out the travel requirements of the post | E | |
| 36 | The ability to communicate at ease with customers and provide advice in accurate spoken English | E | |