

# Newcastle City Council

## Job Description



**Post Title:** Team Manager – Family Group Conferencing A4787

**Evaluation:** 639 Points

**Grade:** N10

**Responsible to:** Service Manager

**Responsible for:** A team of Family Group Conference Co-ordinators

**Job Purpose:** To be responsible for managing and developing a Family Group Conference team for children, young people and families.

**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 Family Group Conferencing 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 manage Family Group Conferencing processes, to make service decisions with regard to service demand and resource availability in accordance with the Directorate policies and delegated responsibilities.
3. To promote Family Group Conferencing as a key mechanism for decision making at crucial points in the lives of vulnerable children.
4. To monitor and control agreed devolved budgets, and financial management systems in accordance with financial regulations, Children's Social Care and City Council policy.
5. To lead with the Service Manager in the development of a high-quality Family Group Conferencing (FGC) service.
6. To regularly review and produce reports on the impact of the Family Group Conferencing Service through performance data including qualitative feedback from children, young people and families and partners.
7. To assist in the development of effective operational procedures in respect of approved policies. To implement, monitor and maintain these procedures.
8. To build relationships with colleagues and partners to promote and embed Family Group Conferences.
9. To provide advice and support to colleagues and partners in building relationships with children, young people and families and in promoting family-based decision making.
10. To be a representative of Children's Social Care 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.

- 11.To ensure that the delivery of the FGC service is consistent with good safeguarding practice, complies with local multi agency safeguarding policies and at all times promotes the well being of children and young people.
- 12.To support all agencies involved in FGC work to understand their responsibilities in relation to information sharing, facilitate safe and secure information exchange and provide support and challenge where any information sharing difficulties arise.
- 13.To promote and implement the Council's equality policy in all aspects of employment and service delivery.