

**Role Title: Team Manager**  
**Salary: PO6**  
**Location: TBC**  
**Report to: Service Manager**

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

## Role Summary

To act in a professional consultative, supervisory and managerial capacity to professionally qualified Social Work staff and Community Resource Workers in order to provide a statutory service to children, young people and their families living in the District.

To manage a team of professional Social Workers, and Community Resource Workers whose task is to fulfil on behalf of BCFT statutory duties and responsibilities for children and young people in need and/or in need of protection and children looked after, assessing, intervening, planning and reviewing the needs of service users, and to establish, monitor and review packages of support to meet those needs.

To safeguard children and promote the welfare of children and young people.



## Main Duties and Responsibilities

- Chairing of multi-agency planning meetings for children and young people, ensuring that partnership working takes place with other services, both internal and external to BCFT, to deliver effective and co-ordinated plans, which respond to identified needs and/or risks.
- Effectively allocate and manage staff resources using case management, review and allocation systems, to ensure that all cases have smart, outcome focused care plans that are regularly reviewed to avoid any drift.
- Responsible for the supervision and appraisal of individual workers to ensure that appropriate professional social care standards of practice are met and that continuous professional development takes place and is embedded and recorded.
- Monitor and manage team performance using performance management information and tools to ensure that performance against local and national targets is achieved and maintained.
- Routinely quality assure and audit social work case records, assessments, plans and documentation to ensure that practice standards are being met and to support staff development and appraisal.
- Undertake all elements of staff management including recruitment, progression, capability and absence in line with Corporate and Departmental policies and procedures.
- Ensure that all statutory requirements with regard to social work practice and processes are met and that Departmental policies and procedures are adhered to and delivered in accordance with these.
- Provide critical reflection, challenge and evidence-informed decision-making in complex situations for children on behalf of the Department, in line with delegated decision making authority. Support others in developing these capabilities, and finding their own solutions.
- Promote positive approaches to diversity and identity within the team and across the department, providing guidance and challenge as required. Implementing policy developments and decision-making in line with the overall Service.
- Participating in and observing front line practice when required.
- Promote the use of evidence and theory to support best practice in complex and changing circumstance. Participate in the learning of the service, supporting and facilitating projects and events that lead to the development of operational practice.
- Working in partnership with and understanding other services functions to ensure an effective and co-ordinated response to identified needs.
- Making decisions on expenditure of money within Department guidelines set out by the Service Manager and maintaining effective monitoring systems for the same.
- Ensuring that statutory requirements are met, that relevant policies and guidelines are adhered to and services delivered in accordance with these.
- Ensuring that the needs of ethnic minorities and other disadvantaged groups are met.
- To be responsible for the health and safety of staff, ensuring that statutory requirements are adhered to.



## About you

### Experience

- Minimum of 4 years appropriate post qualification experience.
- Experience of working with all service user groups and with service users from the minority ethnic groups
- Experience of interpreting and applying the law relating to children and / or to adult services.
- Experience of child protection and child care work and issues arising.

### Qualifications

- Dip.SW, CQSW, BA (Hons) Social Work or equivalent professional qualifications
- Registered with Social Work England (Formerly HCPC) as a qualified Social Worker

### Working Conditions

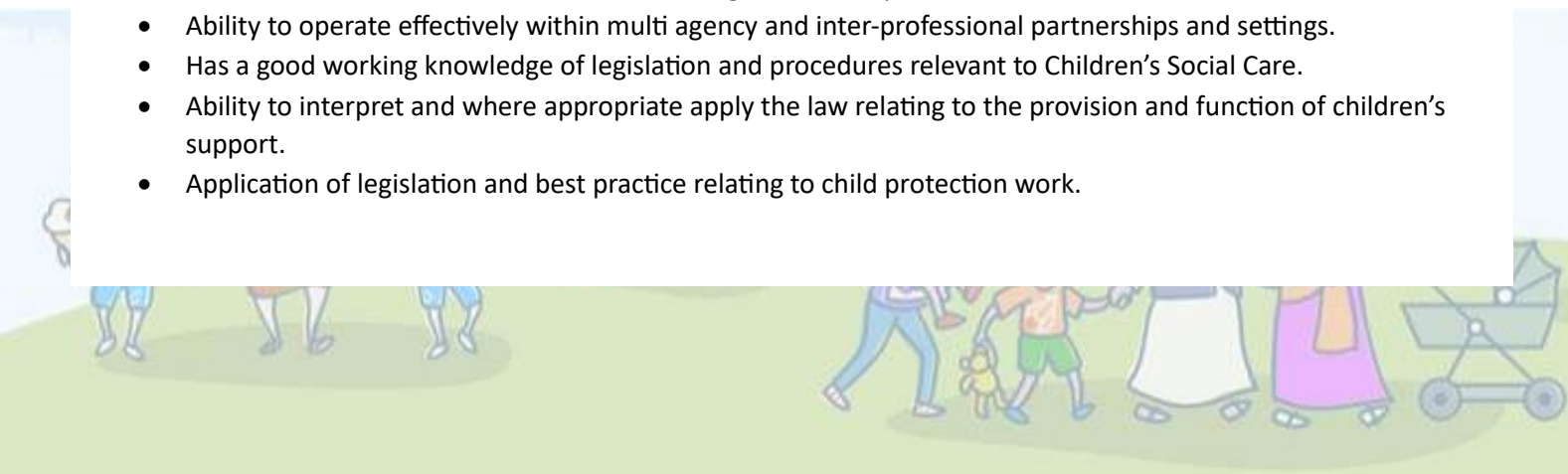
- Must be able to work evenings and weekends as required by the needs of the service.
- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

### Special Conditions

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance Enhanced DBS check required.
- The post holder is required to have a useable car available at all times or as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which the HMRC rate is payable.

### Other

- Can express themselves fluently and spontaneously, almost effortlessly.
- Carries out the working practices, procedures and basic operations across Children's Social Care.
- Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area - primarily children and/or other areas of work
- Uses a range of specialist ICT systems across own work area and/or across other areas of work, primarily LCS.
- Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/team.
- Uses, interprets, analyses, communicates complex numerical information. Able to produce team performance reports.
- Exercises professional accountability for decisions relating to the liberty or safety of service users in individual situations within the framework of relevant legislation and policies.
- Ability to operate effectively within multi agency and inter-professional partnerships and settings.
- Has a good working knowledge of legislation and procedures relevant to Children's Social Care.
- Ability to interpret and where appropriate apply the law relating to the provision and function of children's support.
- Application of legislation and best practice relating to child protection work.



## ***Safeguarding Responsibilities***

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks. An DBS will be requested.*

*We are an equal opportunities employer.*

