

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT:</b> Children's Services	<b>SERVICE GROUP:</b> <b>Children's Complex Health or Disabilities Team</b>
<b>POST TITLE:</b> Team Manager	<b>REPORTS TO:</b> <b>Service Manager for Children with Complex Health or Disabilities</b>
<b>GRADE:</b> PO4	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Trust staff and those people considering joining the Bradford Children and Families Trust to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted: The employee competencies are the minimum standard of behaviour expected by the Trust of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation. Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting.

<b>Key Purpose of Post: Max 3</b>
<p>To ensure that high quality, effective, evidence-based and co-ordinated services are provided to children &amp; families through the direct management of Family Outreach Workers</p> <p>The service will predominantly provide pro-active and assertive support to families to working alongside social workers.</p> <p>To provide positive, solution focused and flexible team leadership as a part of the wider service transformations and performance management, including deputising for the Service Manager when required.</p>
<b>Main Responsibilities of Post: Max 15</b>
To contribute fully to any service duty arrangements, workflow & allocation processes, making decisions on case management, staffing and budget issues.

To be directly responsible for the day to day management and supervision of all staff within the team. This includes participation in recruitment and selection, leading, coaching, motivating, supporting and challenging staff and to be responsible for their professional development through formal and informal supervision, appraisal and undertaking training needs assessments as necessary.

To ensure adequate and appropriate staff and management cover throughout the working day and to ensure services are provided as required throughout the working week and to be available for staff to provide support and consultation and to make decisions on cases as necessary during out of hours

To ensure the complexity and urgency of service requests are assessed and prioritised and that work allocated is appropriate to the child's needs and the level of the worker

To implement the Equal Rights Policies of Bradford so that practice encapsulates and reflects the diverse needs of the communities served and to embed participation and consultation with service users to improve services

To develop and maintain positive inter-agency working to deliver an effective service.

To provide guidance to other professionals from key partner agencies, promoting an integrated approach across the service area.

To be responsible for the management and development of effective records, budget/financial & administrative systems and matters relating to the daily running of the establishment using SAP, ESS/MSS, ICS and EDMS.

To ensure full contribution to the on-going performance and improvement of the team and services to children and families generally. This will also include demonstrating impact for any external funding body.

To be responsible for ensuring that statutory requirements are met in a timely manner, with particular reference to safeguarding children and vulnerable adults.

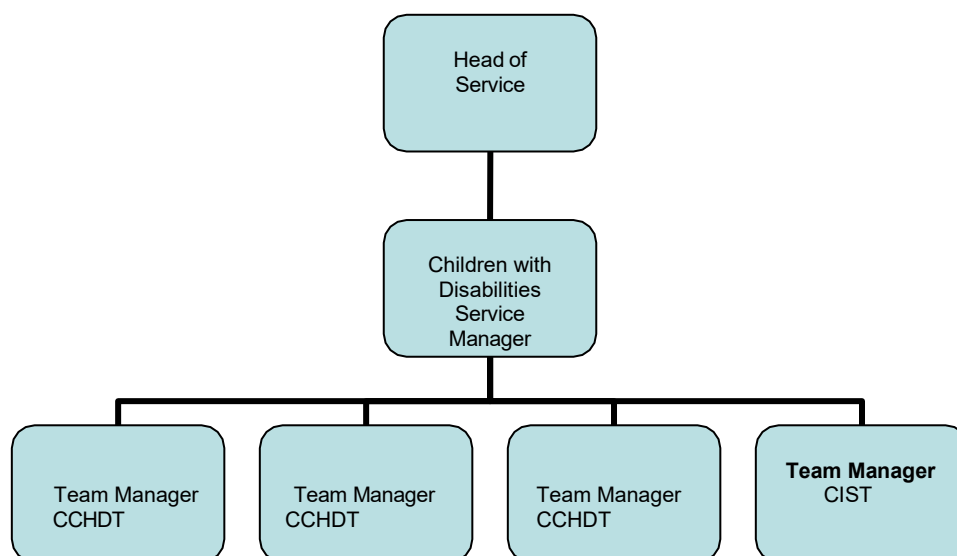
To ensure the quality of the service is of a high standard and meets departmental policies and guidelines, including being sensitive to the diversity of needs across the district.

Ensure that children's assessments and case plans are focused on outcomes, understood by the service users and reviewed to show outcomes are improving.

To ensure that all appropriate risk assessments are carried out and regularly reviewed.

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**Structure:**

**Special Knowledge Requirement: Essential for shortlisting. Max 10**

**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**

	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	<b>x</b>
Clearly communicates team and individual objectives and makes links to connected Departmental and Corporate priorities and objectives.	<b>x</b>
Provides operational leadership which brings about change.	<b>x</b>
Applies knowledge, legislation, regulations, safety and environmental policies and risk assessment and <i>appropriate</i> management procedures to ensure children and vulnerable are safeguarded and safe practices <i>applied</i> for all team members.	<b>x</b>
Uses a range of specialist ICT systems across own work area and or across other areas of work.	<b>x</b>
Carries out supervision and appraisal to support staff, maintain standards and convey priorities.	<b>x</b>
Promote an ethos of continuous improvement offering support and challenge to facilitate delivery of appropriate high quality services.	<b>x</b>
Able to apply knowledge of the physical, intellectual, linguistic, social and emotional development, including the impact of neuro-divergent conditions of children and young people when developing and supervising practice.	<b>x</b>
Able to develop effective provision which improves the outcomes of children, parents and communities, through locality, interagency/ sector working.	<b>x</b>

<p>Able to quality assure practice which gathers, assesses and shares information appropriately to ensure the safety and well being of children and young people by:</p> <ul style="list-style-type: none"> <li>- working within the limits of consent and confidentiality</li> <li>- distinguishing fact from opinion</li> <li>- appraising information and identifying gaps</li> <li>- being open and honest about information sharing with children, young people and their families</li> <li>- writing reports clearly and ethically.</li> </ul>	<b>x</b>
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<b>Relevant experience requirement: Essential for shortlisting</b>
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.
<p>A professional qualification related to child care, youth work or social work (NNEB teaching certificate, CQSW, DipSW, Nursery Teaching Certificate, CSS, NVQ Level 4 or other relevant qualification).</p> <p>And / or</p> <p>4 years' experience working in a relevant role is desirable and 2 years' experience in a supervisory or managerial capacity.</p>
Substantial and recent experience of managing safeguarding thresholds and practice.
Substantial and recent experience of managing staff and/or students working directly with children and families.
Experience of liaising with other professionals and working as a part of multi-agency groups.
<b>Carries Out Performance Management</b> – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
<b>Communicates Effectively</b> - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b> - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem Solving Activity</b> - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

<b>Management Competencies: to be used at the interview stage.</b>		
<b>Operates with Strategic Awareness</b> Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.		
<b>Practices Appropriate Leadership</b> Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
<b>Delivering Successful Performance</b> Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.		
<b>Applying Project and Programme Management</b> Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.		
<b>Developing High Performing People and Teams</b> Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Trust's values and goals.		
<b>Working Conditions:</b>		
Post holder must be able to work evenings, weekends and Bank Holidays 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.		
<b>Special Conditions:</b>		
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.		
Disbursement of cash on occasions, access to confidential information, case records and files. Responsible for resources and equipment used including keys to buildings, computer and mobile phone.		
<b>Compiled by:</b> <b>Lisa Brett</b>	<b>Grade Assessment</b> <b>Date:</b>	<b>Post Grade:</b>
<b>Date:4 July 2022</b>		