

TAMESIDE METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: CHILDREN'S SERVICES

JOB: SENIOR PRACTITIONER (Complex Safeguarding & Missing Children)

JOB ID: JH09

GRADE: I

- POST OBJECTIVES:**
- 1 To assist the Team Manager in the organisation, management and supervision of workers.
 - 2 To assist in the development of a high quality multi-agency response to children who go missing and those who are identified as at risk of harm due to complex safeguarding concerns, by ensuring that all work is appropriately planned, critically evaluated and reviewed and that key performance data is scrutinised, understood and responded to.
 - 3 To assist the Team Manager in leading the team ensuring that the functions of the Service are carried out effectively and in accordance with legislation, regulations, guidance, standards and local procedures and priorities.
 - 4 To continually improve services in the light of service user views, performance data and stakeholder feedback in accordance with Best Value principles.

1 Management of People

- To assist the Team Manager to improve service delivery to children and families and the quality of all areas of practice in line with service policy, procedures and guidelines.
- To provide direct line management to a range of staff, including intervention workers and missing from home project workers to offer case consultations and mentoring as required.
- To contribute to strategic developments in the service and to support the embedding of excellent practice.
- To chair a range of meetings as required.
- To contribute to or co-work a limited number of complex assessments, particularly with less experienced staff to share learning and to develop skills in the team.
- Adhere to the Service and Local Authority Human Resource Guidelines for Managers with particular reference to:
 - (a) Recruitment and Selection

- (b) Disciplinary/Grievance/Capability Procedures
 - (c) Equal opportunities Employment Code of Practice
 - (d) Attendance issues, i.e. Annual Leave, Flexi Leave, Sickness Absence, Compassionate/Special Leave, Flexible working, Maternity Provision.
- To assist the Team Manager in addressing issues concerning staff welfare in accordance with Children's Social Care Practice and Staff Care Policies.
 - Comply with the Authority's Health and Safety Regulations.
 - To assist the Team Manager in ensuring induction of new staff joining the team.
 - To assist the Team Manager in ensuring that the training and developmental needs of staff within the team are evaluated and actioned in accordance with the Authority's Employee Development Review Scheme, and Training Calendar.
 - To assist the Team Manager in ensuring that staffing practices of the team are in accordance with Children's Services procedures and practice, and in accordance with statutory requirements.
 - To assist the Team Manager in operating Human Resource practices within the Authority's scheme of delegation and follow agreed consultation processes with employees and Trade Unions.

2 Management of Finance and Resources

To assist the Team Manager in relation to the following:-

- Responsibility for budget monitoring and for the control of income and expenditure within approved levels.
- Ensure that the team operates within the Services Scheme of Financial Delegation.
- Manage allocation of work in accordance with priorities, ensuring that assessments, complex safeguarding plans and review functions are implemented where required and monitored and reviewed according to local procedures and priorities.
- Maintain effective workload monitoring within the team
- Where appropriate to carry cases

3 Management of Quality and Performance

To assist the Team Manager in relation to the following:-

- Responsibility for ensuring that work is undertaken to meet agreed standards but always striving for excellent practice.
- Drive up quality of practice particularly in relation to assessments, report writing, record keeping and meeting timescales.
- Establish, sustain and develop a quality audit system within the team to ensure that the Team delivers services to the required standards and specifications.

- Contribute to the management of quality and performance in the Service Unit as part of the wider management team.
 - Manage the performance of the team, setting individual and team targets
 - Supervise staff in accordance with the supervision policy including the regular audit of all aspects of work and feedback to staff.
- Share learning about good practice and to contribute to training and development activities to progress continuous professional development for all team members and the wider workforce.
- Take an active role in Practice Teaching and learning and to promote opportunities for student placements in the team.
- To meet the Standards set by Social Work England and available at [Professional standards - Social Work England](#)

4 Service Decisions

Responsibility for decision making according to the Service's scheme of delegation

5 Business Planning

To assist the Team Manager in relation to the following:-

Contribute to the planning process of the Service Unit and to develop, produce and monitor the Team Plan.

Develop appropriate systems in conjunction with the Management Information Team for the collection of performance data and data analysis.

Provision of reports using required formats for presentation and analysis of data.

6 Continuous Improvement

To assist the Team Manager in relation to the following:-

Contribute to the devising, implementing and evaluation of changes with the involvement of front line staff to continually improve services, systems and standards, in conjunction with the Service Unit Manager and the Children's Management Team.

7 Management of Information

To assist the Team Manager in relation to the following:-

- Contribute to the development of strong partnerships with other relevant agencies.
- Ensure effective communication and information flows within the team and between the team and other services, relevant agencies and organisations
- Ensure effective communication and information dissemination with/to current and potential service users
- Develop the involvement of service users in individual and service planning

- Contribute to the response to queries and requests for information from Members and Members of Parliament (in respect of the team) in accordance with service guidelines and standards
- Effective use of information to ensure achievement of stated objectives and targets and as a means of securing service improvement

Tameside Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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PERSON SPECIFICATION

	<u>Personal requirements of a successful postholder</u>	<u>Category</u>
1.	Educational standard/qualification/membership of Professional Institution (indicate grade) - Professional or vocational qualification required for service area (Social Work Degree/DipSW), - Post Qualifying Certificate (e.g. ACCA) - Management qualification (MBA, DMS, NVQ Level 4, Care Management) - Social Work England registration - Full driving licence essential unless precluded by disability when reasonable adjustments will be considered.	E D D E E
2.	Specialised Training - Legislation and requirements relevant to service area - Management and Human Resource procedures - Managing Safety - Risk assessment (Health and Safety) - Anti-Discriminatory Practice - Continuous Improvement - ICT	E D D D D D D
3.	Experience - Significant post qualifying experience of the relevant service area - Experience of staff supervision/practice supervision	E D
4.	Key Skills and Competencies - Maintain activities to meet requirements - Contribute to improvements at work - Manage yourself - Create effective working relationships - Respond to poor performance in the team - Manage information for action - Support the efficient use of resources - Contribute to the development of teams/individuals	E E E E E E E E
5.	Key Knowledge - Legislation, regulations and standards relevant to service area - Assessment and care planning process and procedures relevant to service area - Human growth and development and relationships - Planning and decision making structures and mechanisms relevant to the service area	E E E E D

	• Social care theory • Management theory and practice • Government and local objectives and targets for the service area • Role and function of key partner agencies in the statutory and voluntary sector • Knowledge of current developments in relevant service area • Knowledge of Best Value Principles	E E E E E
6.	Key Aptitudes and Personal Qualities • Ability to demonstrate leadership • Contribute to making informed and timely decisions • Negotiation skills • Ability to communicate effectively in a variety of situations, and ways • Ability to influence others • Personal integrity and flexibility • Public service orientation • Ability to manage stress and to work under pressure • Able to work flexibly to meet the needs of the service • An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E E E E E E E E E E E

Key Information

Category (E) Essential Recruitment without which the candidate would be unable to carry out the duties of the post.

Category (D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc