

## Job Description

<b>Job Title</b>	Team Manager
<b>Directorate</b>	Children and Young People Services
<b>Service Area</b>	Supporting Communities
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£51,356 - £56,673
<b>Job Type</b>	Hybrid
<b>Location</b>	Edge Hill CFC
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS Child Barred List & Child Workforce
<b>Job Evaluation Ref No</b>	

## Job Purpose

- To be accountable for the leadership of a specific service, function or team to ensure the effective delivery of services to young people

## Directly Responsible For:

- Multi-agency staff within a team or service area



## Directly Responsible To:

Head of Service – Targeted Services for Children & Young People

## Main Areas of Responsibility:

- To have lead responsibility for the effective delivery of services to young people in a specific function or area
- To develop and implement a clear vision of building partnership activity and community capacity to deliver services for young people
- To be responsible for the effective management of staff, workload and resources as identified by the Head of Service
- To ensure that all responsibilities are fulfilled in accordance with LCC Employment Code of Practice, Health and Safety, and other relevant policies
- To be responsible for the monitoring and planned spend of team budgets and ensure LCC financial and administrative procedures are adhered to by all staff
- To have a comprehensive knowledge of legislation related to children and young people
- To have an understanding of safeguarding and risk issues for young people and ensure staff adhere to relevant policies and procedures including those of Liverpool Safeguarding Board
- To implement quality assurance processes and be responsible for the performance and continuous improvement of staff and teams within the Service
- To support the collection, collation and analysis of performance management data for the purpose of reporting to accountable bodies and key stakeholders
- To lead, develop and supervise programmes of work to deliver service improvements
- To ensure that statutory duties and responsibilities are met

- To produce regular reports on the outcome of services in respect of service priorities and targets, including the monitoring of commissioned services
- To work with partners and stakeholders to develop and implement an effective range of services to meet the needs of young people
- To prepare and present reports for and attend appropriate meetings as and when requested
- The post holder may be required to work evenings and weekends which will be determined by the service

### **Supervision and Management Responsibility:**

- To lead and be accountable for managing a team of multi-agency staff

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

### **Physical Demands of the Job:**

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to

carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A relevant professional qualification or significant middle/senior management experience in a relevant setting (A,I)

### Desirable

- A relevant management qualification or commitment to gaining a relevant management qualification within two years of taking up post.

## Experience

### Essential

- Substantial qualifying experience in a youth justice, youth work, community safety or children's services setting (A,I)
- Experience of information management (A,I,AC)
- Proven track record of managing people/services (A,I)
- Experience of managing policy development and implementation (A,I)
- Experience of managing change initiatives (A,I)
- Proven track record of working in a performance culture – including service planning, target setting and achievement and performance appraisal (A,I)

- Experience of successful partnership working with a range of internal/external bodies (A,I)
- Experience of involving customers in service change (A,I)

## Desirable

- Experience of project management

## Skills/Abilities

### Essential

- Demonstrable knowledge and understanding of legislation relevant to service responsibility for this post, including health and safety, equality and employment (A,I,AC)
- Demonstrable knowledge and understanding of legislation relevant to service responsibility for this post, including health and safety, equality and employment (A,I,AC)
- Ability to ensure equal treatment and access to employment and services (A,I,AC)
- Ability to establish and develop positive relationships with service users, external agencies, partner organisations, the community, elected members, colleagues and staff in a way that generates confidence and respect (A,I,AC)
- Ability to interpret data and produce management reports (A,I,AC)
- Ability to develop and effectively manage realistic service budgets within agreed resources (A,I,AC)
- Ability to produce service and team business plans that focus on continuous improvement (A,I,AC)
- Ability to manage performance at a team and individual level, and challenge poor performance, fairly, positively and constructively (A,I,AC)

- Ability to manage risk and safeguarding (A,I,AC)
- Ability to produce and present accurate, clear and concise reports and management information orally and in writing (A,I,AC)
- Ability to develop practical and creative solutions to service and portfolio problems (A,I,AC)
- To take part in the out of hours duty rota (A,I,AC)

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A personal commitment to contributing to the effectiveness of services to young people and communities.
- A willingness to respond to changes in a positive manner and to proactively seek improvement to working practices.
- A commitment to continuous personal development and learning
- A commitment to ensure equality of opportunity for all young people

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the Enhanced level.