

Job Description

Job Title	Deputy Team Manager – Unaccompanied Asylum-Seeking Children (UASC) / Leaving Care Service
Directorate	Children & Young People’s Services
Service Area	Children’s Social Care
Grade	9
Competency Level	2
Salary	£49,764 – £54,916
Job Type	Hybrid
Location	City Wide
Disclosure and barring service (DBS)	Enhanced DBS with Child Barred List (Child Workforce)
Job Evaluation Ref No	

Job Purpose

To assist the Team Manager in the management, development, and leadership of the social work team in order to safeguard and promote the welfare of vulnerable children, young people and their families.

To ensure the team delivers high quality services that address need and lead to improved outcomes, whilst managing the reputation of the Service and the Council.
To deputise for the Team Manager when required.

Directly Responsible For:

Social Workers/Social Work Assistants/Personal Advisors

Directly Responsible To:

Team Manager

Main Areas of Responsibility:

- To ensure the Council meets its statutory obligations to safeguard and promote the welfare of children, complying with legislation, statutory guidance, policy and procedures and relevant frameworks
- Under the direction of the Team Manager provide leadership and professional expertise to the social work team ensuring a high standard of service delivery
- Assist the Team Manager in the recruitment, induction, and training of team members
- To provide support and supervision for specified team members on a planned regular basis in line with the Supervision policy. This includes conducting annual Performance and Development Reviews and ensuring development plans are implemented
- Jointly prioritise and allocate work within the team with the Team Manager ensuring that children and families receive a timely and efficient service
- Assist with ensuring the maintenance of the performance of the team against agreed targets and performance indicators via regular and effective monitoring and analysis. To ensure that all team members are kept fully

informed of the team's performance and are enabled to contribute towards improving performance

- Assist the Team Manager in the effective management of sickness absence and under-performance in accordance with the Council's HR policies and procedures
- Assist the Team Manager in the management of complaints
- To ensure that health and safety policies are abided to within the team
- To undertake audits of cases and quality assure front-line practice on a regular basis to drive continuous improvement and enhancement of social work practice
- To deputise for the Team Manager as and when required
- Assist in the planning and delivery of team development days, team meetings and training events
- Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the General Data Protection Regulation 2016 (GDPR) and the local government common law of duty of confidentiality. Failure to apply these duties can lead to the individual or the Council facing financial penalties or court proceedings
- Actively engage in risk management policies, procedures and practice and to advise the Team Manager of resource shortfalls and recommend improved methods of working where appropriate
- Develop effective collaborative working partnerships, internally and externally, in order to meet the needs and achieve positive outcomes for vulnerable children and young people
- To foster and promote innovative best practice within the team and the service as a whole
- Model effective communication skills within the team, the service and communicate effectively in highly charged or challenging circumstances

- Model inclusive practice in relation to identity and diversity, challenging any issues of concern
- Take responsibility for developing and maintaining the required management knowledge and professional expertise for the role through Continuous Professional Development
- Take responsibility for obtaining regular professional supervision to ensure effective and reflective practice
- Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice
- To effectively manage allocated workload by appropriately prioritising tasks and through efficient time management
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and 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.

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.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

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
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

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

- SW Degree or equivalent (A/I)
- Current registration with Social Work England (A/I)
- Substantial experience of working in a children and families statutory setting (A/I)

Desirable

- A management qualification
- Supervisory or management experience in a Social Care setting

Skills/Abilities

Essential

- Knowledge of childcare legislation, statutory guidance, best practice research, the Assessment Framework and other relevant assessment and planning tools (A/I)
- Knowledge of child development and family dynamics (A/I)
- Knowledge of and an understanding of child protection and looked after children processes as outlined in Working Together to Safeguard Children

and The Care Planning, Placement and Case Review (England) Regulations 2010 (A/I)

- Ability to provide clear direction (A/I)
- Effective communication skills, both written and verbal (A/I)
- Ability to analyse information accurately and make judgements under pressure (A/I)
- Skills in chairing meetings effectively, ensuring clear plans/outcomes (I)
- Ability to oversee child protection and care planning work and ensure best practice (I)
- Ability to implement performance and quality assurance processes, achieving targets and delivering high quality practice (A)
- Ability to undertake supervision, staff appraisal and manage poor performance (A/I)
- Demonstrate skills in collaborative and partnership working (A/I)

Desirable

- Ability to motivate and develop others
- Ability to prioritise tasks and problem solve
- Ability to demonstrate effectively the role of a Corporate Parent in line with the Corporate Parenting Principles
- Ability to meet the demands of the service and allocate work in a fair and equitable manner
- Ability to make good use of resources
- Ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues
- Ability to work effectively as part of a team
- Ability to take advantage of and use information technology, including agile working, to be efficient in practice and time management

- Ability to work within professional and ethical standards including the Social Work England Code/Standards of Conduct for Social Workers

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Ability to demonstrate a commitment to own professional development and that of other colleagues
- Ability to understand and demonstrate a commitment to equality and diversity

Other

Essential

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