



Job Description

Job Title	Deputy Team Manager
Directorate	Children and Young Peoples Services
Service Area	Family Help
Grade	9
Competency Level	2
Salary	£51,356 - £56,673
Job Type	Hybrid
Location	Speke
Disclosure and barring service (DBS)	Enhanced
Job Evaluation Ref No	

Job Purpose

Working with our locality based multi-disciplinary team, the Deputy Manager will support the Team Manager to provide effective leadership to a multi-agency team that deliver effective interventions, up to and including Child in Need (CIN).





Directly Responsible For:

Family Help Practitioners/Multi Agency Partners/Social Workers/EY School readiness worker/Targeted Support Worker/Adult MH worker/Substance Misuse Worker.

Directly Responsible To:

Family Help Team Manager

Main Areas of Responsibility

- 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 a multi-disciplinary team ensuring a high standard of service delivery
- Alongside the Team Manager, create a culture that values the contributions made by all professionals working in the team
- Assist the Team Manager in the recruitment, induction, and training of team members
- 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
- To undertake audits and quality assure front-line practice on a regular basis to drive continuous improvement and enhancement of practice
- To deputise for the Team Manager as and when required



- Build honest relationships based on clear communication and ensure that all involved understand what will happen with the information. This includes children, young people, families, carers and partner agencies.
- Ensure that regard is given to service user consent, confidentiality, data protection and information sharing protocols.
- Develop effective collaborative working partnerships, internally and externally, to meet the needs and achieve positive outcomes for vulnerable children and young people
- 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
- 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 annual appraisals and reviews, identifying areas for improvement and carrying out agreed learning and development
- Effectively manage allocated workload by appropriately prioritising tasks and through efficient time management
- Authorise assessments, reports and care plans and take responsibility for ensuring plans for children and their families/carers are implemented in accordance with statutory requirements and practice standards
- Ensure that planning is robust and effective in order to improve outcomes for children and young people
- Ensure that resources are used to optimum efficiency including effective management of devolved budgets





Supervision and Management Responsibility:

- Provide high quality supervision, including reflective supervision, improving quality, timeliness of work and outcomes for children and families
- 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.

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:

- Not Applicable

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.



Personal 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)
- Current registration with Social Work England (A)

Experience

Essential

- Significant post qualification experience in statutory Children's Social Care service (A/I)
- Experience of working with families with multiple support needs and managing support for families when child in need worries arise (A/I)
- Experience of working in a multi-agency environment (A/I)
- Knowledge of Children Act 1989 /2004, Adoption & Children Act 2002, Children and Young Persons Act 2008, other appropriate legislative frameworks, statutory guidance and processes for Looked After Children and Children subject to Child Protection Plans (A/I)
- Knowledge of the Assessment Framework and other relevant assessment and planning tools including agreed Evidence Based Assessment tools (A/I)
- Experience of using strong organisational skills to prioritise and manage fluctuating caseloads of self and others (A/I)





- Experience of working in partnership to communicate effectively, undertake direct work with children, young people and their families and make informed child centred judgements (A/I)
- Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk (A/I)

Desirable

- Experience of supervising qualified and unqualified social work and social care staff in the absence of the Team Manager

Skills/Abilities

Essential

- Evidence of the ability to write a range of reports in a clear and concise manner that includes detailed analysis of any evidence (A/I)
- Evidence of an ability to work collaboratively with key partners in Family Help & Safeguarding (A/I)
- Ability to demonstrate advanced skill level in applying needs-led assessment and planning (A/I)
- Ability to provide guidance on decision making and encourage critical reflection on practice (A/I)
- Ability to produce excellent child centred and outcome focused reports and plans (A/I)
- Ability to work within professional and ethical standards including the Social Work England Code/Standards of Conduct for Social Workers (A/I)
- Ability to work within the Quality Assurance Framework to meet the demands of the service and produce work to a high standard within set timescales (A/I)
- Ability to follow through on agreements with children, young people and their families and demonstrate client empathy (A/I)



Desirable

- Knowledge of child development and family dynamics
- Ability to plan and organise own time, create work schedules prioritise and set schedules for self and others
- Ability to apply effective conflict resolution skills
- Ability to demonstrate effectively the role of a Corporate Parent
- Ability to Allocate and check work of other social work staff
- Ability to take advantage of, and support others in the effective use of information technology, including ICS
- Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

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

Desirable

- Ability to understand and demonstrate a commitment to equality and diversity





- Ability to demonstrate commitment to own professional development and that of other colleagues

