**City of Wolverhampton Council**

**Job Description**

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| **Job Title:** | Safeguarding Team Manager |
| **Directorate:** | Families |
| **Service:** | Safeguarding - Independent Reviewing Officer, Child Protection Conference Chair and Independent Foster Home Review Service |
| **Location:** | Priory Green or any other suitable location within the City of Wolverhampton |
| **Workstyle:** | Field |
| **Responsible to:** | Service Manager Safeguarding and Exploitation |
| **Grade:** | Grade 9 |
| **Disclosure and Barring Clearance:** | Enhanced |

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| This post is subject to a satisfactory Disclosure and Barring Service (DBS) check  **Job Purpose:**   * To support the Safeguarding Service Manager in ensuring the operational effectiveness of the Independent Reviewing Officers (IRO), Child Protection Conference Chairs (CPCC) and Independent Foster Home Review Officers (IFRO) Service. * To have direct supervisory and appraisal responsibility for a group of IRO/ CPCC/IFRO). * To promote and lead on areas of quality assurance and continuous improvement for the service. * Ensure that children and young people are at the centre of what we do. * To ensure that the allocation of work within the team meets the need of children and families. * To take responsibility for the deliverance of the duty to review Wolverhampton foster carer in line with statutory requirements. * To lead the safeguarding service in promoting the safety and quality of care provision in Wolverhampton. * To effectively contribute to service and departmental business plans and to be accountable for the delivery of the service. * To represent the service within multi-agency forums and to contribute to the development of policy and practice in Children’s Services across the city. * To provide effective leadership within the service, taking responsibility, being accountable and motivating staff within the team. * To act as a champion within the service for restorative practice. |
| **Principal Duties and Responsibilities:**  **Strategic Responsibilities**:   * To work with the Service Manager to set objectives for the team, develop plans, identify resources and mobilise staff to meet those objectives. * To effectively contribute to service and be accountable for the delivery of the service. * Ensuring the quality and standards of professional practice and high-quality performance in areas of relevant service delivery. * To promote partnership working and maintain links with other relevant organisations to ensure collaborative working between the service and the operational teams, service users, carers and key partner agencies. * To work with the Service Manager to produce annual objectives for the team with associated plans about how to meet these objectives. * To support the development of policies and procedures in response to statutory guidance, local policies and the needs of children and their families. * To monitor progress of implementation of strategies/plans and report to senior managers and other forums. * To maintain a detailed working knowledge of legislative and statutory frameworks ensuring service delivery meets the associated requirements. * To chair task and finish groups to review an area of practice and implement drive through any necessary change. * To be responsible for maintaining and reporting on quality and equality of service delivery including data reporting and equality business planning. |
| **Operational Responsibilities:**   * To provide line management of including supervision and appraisals of IRO/ CPCC/IFRO. * To allocate work , manage caseloads and ensure that the allocation of work within the IRO/ CPCC/IFRO team meets the need of children and families. * To oversee work with children and their families ensuring there is high quality review of children and young people, and that this is recorded concisely within case files and in line with statutory guidelines. * To manage the budget for the team within the context of service budgets and priorities and ensure that systems for delegated financial authority are followed. * To ensure evidenced based informed decision making and judgements in safeguarding practices. * To support the IRO/ CPCC/IFRO in using the escalation and Dispute Resolution processes effectively. * To ensure the Quality Assurance responsibility of IRO/ CPCC/IFRO is effective in creating improvements and better outcomes for children. * To undertake themed and specific audits as required and disseminate and embed learning across the service, and with a wider audience as necessary. * To initiate and chair interagency complex meetings (particularly Complex Strategy Meetings) for particular children, monitoring the performance of agreed tasks for all participants. * To chair Statutory Reviews for children, Child Protection Conferences and Foster Home Reviews where cover may be required and support individuals to manage complex cases. |
| **Performance Management:**   * To contribute analysis to regular reports using quantitative and qualitative data to describe performance in key areas within the service. * Use of supervision to ensure staff compliance with procedures to meet statutory requirements and performance targets. * To use personnel processes and address performance concerns of staff within the service. * To observe the IRO/ CPCC/IFRO activity as part of the appraisal process and provide feedback to support individual and service development. * Promote a learning culture and facilitate opportunities for continuous professional development within the service. * To be responsible for the recruitment and appointment of IRO/ CPCC/IFRO and other relevant staff in the service area. |
| **Partnership Working:**   * To ensure that staff within the service have a good understanding of the roles and responsibilities of partners and ensure effective collaboration. * To ensure there is good communication with key agencies, particularly police, schools, health and voluntary organisations, by forging effective working relationships at all levels. * To seek views from other professionals, internal and external, to support the framework for continuous improvement for individual IRO/ CPCC/IFRO and the service. * To ensure that children, young people and their families are aware of and have access to Complaints (including compliments) and Representation services. * To represent the directorate in inter-agency, corporate and regional groups as required. |
| **Leadership:**   * To provide effective leadership for the team, taking responsibility, being accountable and motivating staff. * To ensure there are good communication mechanisms which encourage information exchange up, down and across the organisation. * To contribute to regular briefings for staff and organise events which build an ethos of professional and confident service provision. * To ensure staff understand the value base of the service. * To model a child-centred and outcome focused approach to all issues. * To deputise for the Service manager as required. |
| **Other Duties:**   * To act in accordance with the Council’s Constitution and other Codes of Conduct. * To participate in staff development, appraisal and training as appropriate including continuous professional development. * To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010. * To participate in the wider development of the service and contribute to service improvement as required. * To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities. * Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided. * Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided. * Wolverhampton City Council is committed to Corporate Parenting. “Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.” |

**City of Wolverhampton Council**

**Personnel Specification**

**Job title:** Safeguarding Team Manager

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| **Criteria** | **Essential** | **Desirable** |
|  | ***These are the necessary requirements to carry out the job successfully.*** | ***These are the additional requirements which are relevant, but not essential, to the work involved in the job.*** |
| Experience | Experience of complex social work with children and families  Significant post qualification experience  Experience of prioritisation, care planning and service delivery for IRO/ CPCC/IFRO.  Experience of a wide range of statutory practice environments in Children’s Services and of diverse responsibilities  Experience of managing and supervising staff within accountability frameworks  Knowledge and application of relevant operational policies, statutory regulations and government guidance on all issues related to the social care, safeguarding of children and fostering. | Involvement in leading and developing specialist areas of practice and securing colleague support |
| Skills | Strong analytical skills and ability to present clear and succinct written documents  A record of effective work with colleagues, other statutory agencies and the voluntary sector  Ability to undertake strategic planning, implementation and evaluation  Ability to develop and sustain systems and processes to manage case work and budgets in order to provide focused social work activity  Ability to manage performance aimed at achieving good outcomes for children and families.  Understanding of what good quality social work is  Ability to define expectations of staff, manage individual performance and promote professional development  Ability to communicate effectively with staff at all levels within the organisation, and with children and families using the service  Ability to manage a service that promotes equality of opportunity and collaborative working, ensuring that staff are aware of the requirement to deliver non-discriminatory services and to promote greater equity for disadvantaged groups  Use of IT systems | Skills in project management |
| Knowledge | Knowledge of the Government, national and Council priorities and policies including those relating to personnel  Knowledge of childcare legislation, statutory guidance and the Wolverhampton Child Protection Procedures  Comprehensive knowledge of fostering standards  Knowledge and understanding of a range of systemic and evidence-based interventions  Knowledge and understanding of Government and Council performance indicators and targets  Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and Equal Opportunities  Knowledge and awareness of the Equality Act and the nine protected characteristics; age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity |  |
| Qualifications and/or  Training | Social Work England (formally HCPC) recognised social work qualification  Social Work England registered  Evidence of continued professional development in line with the Professional Capabilities Framework  A positive enhanced DBS disclosure.  Advanced training in relevant aspects of practice with children and families  Evidence of post qualification training and a commitment to continued professional development | A recognised management qualification |
| Personal Qualities | Ability to thrive in a complex environment and demonstrate resilience  Ability to work flexibly to meet the service and service user needs  Leadership skills in achieving high performance standards  Capacity to motivate others to achieve positive outcomes for children and young people, -positive work with parents, children and carers  Ability to think creatively and share skills with colleagues  A long-term strategic vision for effective services for children, young people and families. | Customer focused approach to service users |
| Commitment | Committed to a culture of change within organisations  Committed to the principles of the Operating Model across Children, Young People and Families in Wolverhampton  Commitment to the achievement of positive outcomes in work with children and their families/carers  Evidence of commitment to valuing diversity, anti-discriminatory, anti-oppressive and anti-racists practice  Commitment to complete management qualifications |  |