

/Northumberland County Council
JOB DESCRIPTION

Post Title: Team Manager Social Work Academy	Director/Service/Sector: Adult Social Care	Office Use
Band:	Workplace: Locality Team Office / Agile	JE ref: 4170 HRMS ref:
Responsible to: Senior Manager - Specialist Services	Date: June 2022	
Job Purpose: To lead and manage the Northumberland newly qualified social workers Academy team. To develop, recruit, induct newly qualified social workers and support them into practice. To develop a learning culture within the organisation and embed and promote excellent social work practice. To work collaboratively with service users and their families to assess their needs and plan and deliver services in accordance with statutory duties within the legislation and regulation framework. To provide service strategic planning, supervision, consultation and other management tasks to comply with statutory responsibilities in line with NCC policy and procedures and, ensuring that the duties necessary to comply with statutory and NCC procedures and policies are carried out.		
Resources	Staff	Lead the academy social work team and any other staff as directed by senior management
	Finance	None
	Physical	Day to day updating and maintenance of complex, sensitive and confidential data, including electronic client data systems.
	Clients	Contact with adults and their families including within their own homes. There will be contact with a range of agencies and partners.
Duties and key result areas:		
<ol style="list-style-type: none"> 1. To ensure that adequate safeguarding arrangements are in place to promote the welfare, health and development of vulnerable adults 2. Responsible for the management oversight and quality assure of complex assessments and other key documents including Mental Capacity assessments and Court of protection documents 3. To take responsibility for developing strategies, skills, expertise and knowledge for a wide range of practice issues and to provide consultation, coaching and mentoring within the team and across the service as a whole. This will include taking responsibility to maintain and develop professional links and leads with multi agency professionals. 4. To oversee the operation of the social work academy team, making decisions and providing advice and guidance to social workers with regard to vulnerable adults in need and safeguarding. To promote and develop the newly qualified social workers ensuring that they are supported to manage increasingly complex cases. 5. Chairing strategy meetings under safeguarding, where there are adult welfare concerns. Allocating work to specified social work staff in accordance with guidance and supporting them to ensure the delivery of effective, multi-disciplinary services. Authorising social work assessments and reports via the department's 'swift' system, ensuring that work is of a consistently appropriate standard. Also, to attend multi agency forums to present reports and assessments for those adults deemed to be at risk of significant harm and to make recommendations for actions and interventions 6. To be conversant with operational and practice issues and social work theories pertaining to the delivery of social work to vulnerable adults. 7. Utilise the skills within the team to develop and implement programmes of support, prevention and early intervention in order improve the well-being of vulnerable adults. 8. Provide regular, formal and informal supervision and appraisal to staff and develop a professional skills base through the provision of training and development as appropriate. 9. To guide social workers through the completion of the ASYE portfolios and complete all the necessary documentation to evidence the successful completion of the ASYE programme. 10. To recruit newly qualified social workers to the team, plan and oversee their induction and create personal development plans for each worker in their first year in employment. 11. Manage and maintain positive relationships with partner organisations and other external bodies. 12. Responsible for ensuring that the team achieve key service delivery objectives identified within the service plan. In addition, develop and implement systems to ensure satisfactory team performance against key performance indicators. 13. Responsible for ensuring that the objectives set out in statutory guidance and departmental procedures are implemented within the team. 		

14. Responsible for ensuring that specific areas of service delivery are developed and delivered to meet the needs of vulnerable adults requiring specialist social work for a range of associated assessed needs.
15. To manage financial and other resources effectively and efficiently in line with NCC regulations and to report to senior management on a regular basis regarding the financial position of the designated service area.
16. To monitor and evaluate team performance against service targets including the monitoring of caseloads and the complexity of cases.
17. To provide reports and updates to the management teams as required.
18. To ensure the maintenance of record keeping in accordance with statutory requirements and NCC policy and procedures.
19. To manage the recruitment, selection, training and development of staff in accordance with NCC policies and procedures.
20. To ensure the service is person centred, focussing and promoting the overall safety and safeguarding of all vulnerable adults and those at risk of harm.
21. Contribute to the strategic development of the service by developing new ways of working and efficient practices.
22. To actively participate in directorate wide projects related to adult's safeguarding as approved by the Senior Manager.
23. Deputise for the operational manager - Specialist Services at internal and external meetings as and when required.
24. To advise and alert the operational manager of any situation that may be contentious, complex or critical or costly to the team or service so that an appropriate risk assessment and management plan can be put in place.
25. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Physical requirements:
 Transport requirements:
 Working patterns:
 Working conditions:

To be able to attend meetings and provide service delivery throughout Northumberland.
 Flexibility to meet the demands and delivery of the service.
 Occasional participation in Out of Hours support to service rota cover arrangements as required
 Office based although some lone working within the community.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Team Manager -Social Work Academy		Director/Service/Sector: Adult Social Care /Newly qualified academy	Ref: 4170
Essential	Desirable		Assess by
Qualifications and Knowledge			
<p>A professional social work qualification e.g., Degree in Social Work, DipSW, CQSW, CSS Valid HCPC registration. Evidence of CPD. Knowledge of legal frameworks supporting vulnerable adults, including Care Act, Mental Capacity Act and Mental Health Act including safeguarding Detailed knowledge of associated legislation. Up to date understanding of the key issues and relevant theoretical background facing professional social workers, particularly related to vulnerable adults</p>		<p>Management qualification Completion of Practice Educator award .</p>	
Experience			
<p>In depth diverse experience in adult social care Experience in adult safeguarding, including experience of working with protection systems and procedures Experience of appraisal and supervision and support of newly qualified social workers Experience of managing performance to agreed standards and targets Ability to work in stressed and pressurised situations to meet deadlines Proven experience in decision making skills and abilities</p>		<p>Experience of working within a multi-agency setting. Experience of budget management Experience of education and training</p>	
Skills and competencies			
<p>Highly developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of mediums including complex cases in a court arena. Ability to lead and manage a multi-skilled team. Ability to manage change and conflict. Highly developed negotiating and organisational skills. Able to prioritise conflicting demands and requirements, meet tight deadlines and timescales. Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs. A commitment to equality of opportunity. An awareness of the principles of budget management. Effective IT skills to be able to write reports, produce court documentation and update relevant systems. Ability to work across agency boundaries within a multi-professional setting. Ability to work at both operational and strategic levels in terms of future service development.</p>		<p>Use of IT databases and spreadsheets</p>	
Physical, mental and emotional demands			
To be a resilient practitioner with the ability to manage intense emotional demands.			

<p>Able to meet the physical demands of the post. Lengthy periods of mental attention and high levels of pressure from conflicting demands and pressure to meet statutory deadlines. To be able to satisfy the mobility requirements of the post which will include regular journeys to adults and their families' home. To work agilely in line with the Council policy.</p>		
Other		
<p>This position requires an Enhanced Disclosure and Barring Service (DBS) Check. Commitment to inter-agency working. Willingness to work occasional evenings/weekends. Positive attitude towards supervision and training. Willingness to attempt new challenges and approaches. Positive attitude towards supporting equality and diversity.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g., case studies/visits