| Role Structure | Role Details |
| --- | --- |
| Directorate: | Children & Young People |
| Grade: | HC10 |
| Location: | Plough Lane |
| Responsible to: | Children’s SW Manager |

# Job Description

# Job Role: Managing Practitioner

**Service:**

## Main purpose of the role

The main purpose of the job is to assist the Children’s Social Work Manager with the day to day running

and decision making of the team. It includes contributing to the management and effective functioning of the

relevant team ensuring appropriate safeguarding and delegation of resources are utilised. Manage a team

of social workers to drive performance improvement to achieve excellence as standard.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * Management responsibility for the safe operation of the team. | * Daily |
| * To provide professional supervision in line with the directorate supervision policy for practitioners within the team as agreed with line manager | * Daily |
| * Ensure that competent professional judgements are made based on evidence, sound assessment and provision for the needs of the child and young people. | * Daily |
| * Support the Children’s Social Work Manager in quality assurance. | * Daily |
| * To chair and facilitate meetings commensurate with local and national guidance. | * Daily |
| * To ensure that the work of the team meets required quality standards. | * Daily |
| * Have awareness of equality and diversity issues as they relate to the role. | * Daily |
| * To contribute to staff training programmes and service developments across the Directorate. | * Weekly |
| * To monitor staff performance and contribute to identifying individual and team learning needs. | * Daily |
| * Ensure effective outcomes for children and young people are achieved | * Daily |
| * Maintain continual professional development in social work practice whilst modelling this to other members of staff and promoting a strong learning culture. | * Daily |
| * Attend relevant external multi-agency meetings to represent the Local Authority to ensure that key professional input and expertise is provided. | * As required |
| * Role model best practice. | * Daily |
| * Liaise regularly with peer colleagues throughout the Directorate to ensure social work staff deliver existing and new practices consistently and to a high standard across the Directorate. | * Weekly |
| * Deputies for the Children’s Social Work Manager as necessary on oversight and decision making | * As required |
| * Support and supervise Newly Qualified staff (1st year of practice) and non-social work staff. | * As required |
| * Performance management of staff. | * As required |
| * Chair strategy telephone/meetings and risk management meetings in the absence of a Children’s Social Work Manager. | * As required |
| * Represent the Local Authority at relevant meetings including MAPPA, MARAC where requested | * Daily |
| * Undertake and participate in work with regards to Domestic Abuse. | * Monthly |
| * Chair CP Core Group, CIN Planning Meetings and risk management meetings | * When required |
| * To participate in the recruitment of staff as appropriate. | * When   required |
| * To contribute to the professional development of team members. | * Daily |
| * Implement and evaluate the outcomes of social work interventions with children and young people. | * Daily |
| * To provide regular supervision to practitioners. | * Monthly |
| * Allocation of work and cases | * When required |
| * To ensure that the quality of work meets the required national standards and local procedures. | * Daily |
| * To provide consultation on day to day practice on professional matters to staff | * Daily |
| * To support Social Workers in preparing assessments and statements for Court and in attending Court. | * Daily |
| * To keep an accurate record of advice given and decisions taken as a result of consultation and supervision. | * Daily |
| * To actively participate in the development and management of new resources to meet identified needs. | * Daily |
| * To allocate work as necessary | * Daily/   Monthly |
| * To provide consultation on day to day practice on professional matters to staff. | * When Required |
| * To keep an accurate record of advice given and decisions taken as a result of consultation and supervision. | * Daily |
| * To actively participate in the development and management of new resources to meet identified needs. | * When required |
| * Assume responsibility for the professional supervision of staff in a planned and regular manner | * Daily |
| * To ensure that service provision meets the required standards. | * Daily |
| * To support the Children’s Social Work Manager to develop strong cross agency links and protocols to ensure Working Together is actively adhered to and services developed | * Daily |
| * To ensure that staff are kept fully informed of Departments and national policy and objectives, operate within them, and are given the opportunity to influence them through regular staff team meeting | * Daily |
| * To implement staff performance conversations, identify the training needs of team members and contribute to the training programme of the Directorate | * Weekly |
| * To have responsibility for paper and electronic records and to provide statistical information to the children’s social work manager as required for monitoring and service planning. | * When required |
| * To attend management meetings in the absence of the children’s social work manager and participate | * When required |
| * To develop and keep up to date specialist knowledge and skills relevant to the specific remit of their team, attending relevant training courses and staff development programmes as required. To keep informed of relevant national developments and guidance for their area of responsibility. | * When required |
| * To support the service in service planning and development | * When required |
| * Any other duties as required by the children’s social work manager commensurate with the nature of the job and level of responsibility | * When required |
| * To deputise when required for the children’s social work manager | * When required |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * A recognised professional social work qualification (degree or equivalent). | Essential | A, I |
| * Evidence of continued personal and professional development e.g. portfolio of CPD evidence. | Essential | A, I |
| **Experience & Knowledge** | | |
| * Extensive post qualification social work experience. | Essential | A, I |
| * Experience of mentoring and/or supervising the work of others. Knowledge of theories relating to development, supervision and training, management of change and their application. | Essential | A, I |
| * Detailed knowledge of relevant legislation and practice guidance, in particular the statutory responsibilities of a registered Social Worker. | Essential | A, I |
| * Experience and commitment to the use of IT systems and communication tools. | Essential | A, I |
| * Proven knowledge of thresholds, assessment principles and their application. | Essential | A, I |
| * Planning and delivering services to agreed priorities and timescales. | Essential | A, I |
| * Experience of being involved in a performance management culture and the ability to operate a performance management framework. | Essential | A, I |
| * Extensive knowledge and experience of safeguarding children and experience of working in partnership with other agencies. | Essential | A, I |
| **Skills and Abilities** | | |
| * Ability to prioritise workload, the needs of children and their families within the resources available to the team. | Essential | A, I |
| * Able to demonstrate well developed knowledge and specialist skills in relevant areas of social work practice. | Essential | A, I |
| * Ability to nurture working relationships across professional boundaries. | Essential | A, I |
| * Ability to implement staff performance conversations, identify the training needs of team members and contribute to the training programme of the directorate. | Essential | A, I |
| * Ability to practice from a strong equality and diversity, ethic and value base. | Essential | A, I |
| * Skills in mediation, negotiation, managing conflict, managing change and teamwork. | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

.