

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	IAA & Safeguarding Team
POST:	Team Manager – IAA
GRADE OF POST:	Grade 14
RESPONSIBLE TO:	Group Manager – IAA & Safeguarding Team

JOB PURPOSE:

To lead and manage a social work team, whose caseload will include care proceedings, child protection, children and families in need of care and support and looked after children. The IAA & Safeguarding Team is the first point of contact for the Multi Agency Safeguarding Hub (MASH) service. The team has responsibility for giving advice to families and professionals, making decisions in relation to contacts and undertaking good quality assessments.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Overall management for the IAA & Safeguarding team through the provision of leadership, motivation and direction to staff within the service. Allocating and prioritising the work of the team ensuring prompt and appropriate decision making at point of contact, appropriate assessment of cases in a timely way and deployment of resource to meet identified needs.
- Responsible for the budget management and performance of the IAA team.
- Involving service users and carers in planning and designing services.
- Managing staff and undertaking supervision and appraisal, providing advice and consultation to social work and other support staff in accordance with policy. Managing staff in line with and adherence to the Human Resources policy and procedural frameworks.
- Analysing performance information to assist timeliness of assessments, reviews and other formally reported performance. Ensuring quality and content of assessments and plans in line with local and national guidance. Making decisions and judgements about risk of abuse within agreed management framework.

- Ensuring that permanency planning is in place and includes a range of options that will provide security of attachment and continuity of care.
- Contributing to strategic/management meetings and effective multi-disciplinary and multi-agency working. Supporting the Group Manager in the Group Manager's responsibility to ensure the effective and efficient operation of the work of the service area including the evaluation of the achievement of objectives, targets, priorities and standards. Assisting the Senior Management Team in the development of strategy, policy and procedures.
- Participating in induction and other programmes of training for staff. Alerting the Group Manager to action necessary to develop the competencies of staff in the service area as well as the potential need to institute disciplinary procedures and to participate in these procedures where necessary.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

Team Manager – IAA & Safeguarding Team

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A Social Work qualification ideally supported by an appropriate management qualification. 	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> Registration with Social Care Wales. 	Yes	
Knowledge & Experience	<ul style="list-style-type: none"> Minimum of three years post qualifying experience with significant experience in working in children and young people's services. 	Yes	Interview, application form, references and selection process.
	<ul style="list-style-type: none"> Proven track record of supervising social work practitioners. 	Yes	
	<ul style="list-style-type: none"> Thorough knowledge of current Social Services legislation and associated regulations and guidance. 	Yes	
	<ul style="list-style-type: none"> Knowledge of assessment/case management procedures and arrangements for the delivery of Social Services. Knowledge of procedures and regulations relating to the management of Social Services. Including budgeting, financial 		

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	<p>procedures, personnel and contracting procedures.</p> <ul style="list-style-type: none"> • Post Qualification experience of working in a children's social care setting. • Experience of managing budgets. • Experience of managing a team of staff. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Skills and Personal Attributes	<ul style="list-style-type: none"> • Ability to analyse and interpret information gathered. • Ability to assess risk and plan appropriately • Ability to make appropriate decisions based on risk. • Ability to take a leadership role in relation to staff and service delivery. • Ability to form constructive working relationships with colleagues and partner agencies. • Ability to communicate clearly and effectively. • Ability to demonstrate good organisational skills. • Good IT Skills. • Ability to think clearly under pressure. 	<p>Yes</p>	<p>Application form, interview and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> Ability to work flexibly and proactively. Ability to implement working knowledge of child protection policies and procedures. Ability to offer professional guidance and advice to staff. Ability to identify appropriate evidenced based interventions based on analysis of need. Ability to be independently mobile within a geographical area, drivers licence. The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p>	