

**JOB DESCRIPTION**

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| **Job Title:** | **Group Manager** |
| **Directorate & Section/Unit:** | **Children’s services, Children's Social Care** |
| **Reporting to:** | **Assistant Director children’s social care.** |
| **Responsible for:** | **Family Front Door,**  **EDT, MASH and Partnership working.** |
| **Salary Grade:** | **PO7** |
| **DMA Management Level: \***  **DMA Span of Control (Direct Reports): \*** |

**Purpose of job:**

 Ensure that the service is able to meet current and future objectives in line with local and national requirements and through a regular review of strategies and polices.

**Main Activities & Responsibilities:**

 Provide leadership for the service communicating clearly the priorities for the service.

 To operate within the Children's Social Care senior leadership team to contribute to the whole service achieving its objectives.

To provide regular supervision and support to Team Managers and direct reports as per children’s services practice and procedures.

 To ensure consistent quality management oversight, decision making and direction is provided for all children and young people open to the service.

 To promote and support effective and high work performance of all staff so that the service is able to run effectively, meeting its objectives and targets and ensure that poor performance is managed promptly.

 Manage service area budgets and spend to ensure that decisions are taken to optimise the use of resources. Collaborate with other strategic managers and partners to allocate resources against varying priorities and objectives as agreed with the Assistant Director or DCS.

 Ensure quality assurance of practice and use data, audits and service user feedback to understand the effectiveness, needs and demand of the service. Identify trends in needs, demand and performance, forecast future developments and identify ways to adapt within the existing resources.

 To provide effective challenge to decision making to support the development of practice and ensure

families receive the right service at the right time.

To work with colleagues and peers and partners on specific pieces of work, development or partnership activity.

 To establish and build positive working relationships with partner agencies and community services to engage them in the work of children’s services and the joint delivery of positive outcomes for children.

Ensure that information is shared in a timely way with partners to enable them to fulfil their responsibilities.

To help with any other generic duties the service needs as agreed with your Assistant Director and/ or DCS.

**Generic Accountabilities:**

 To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

 To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

 To undertake health and safety duties commensurate with the job and/or as detailed in the

Directorate’s Health and Safety Policy.

 The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equal Opportunities Policy.

 Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.

 This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Bureau (CRB) check (as defined by the Police Act).

 This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (CRB) and the relevant children and/ adults barred list(s) checks.

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County

Council as well as maintaining constructive relationships.

Internal: Elected Members, Director, Assistant Director, Group Managers, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Headteachers, Teachers, Support and other school based staff.

External: District & County Councils, Government Agencies & Departments, Healthcare Professionals, PCT, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers.

**Additional Information:**

 This post is politically restricted under the terms of the Local Government and Housing Act 1989.

 The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

 Reasonable adjustments will be considered as required by the Equality Act.

Author: Emma Brittain, Assistant Director Date: February 2025

Date of grading confirmation: January 2016

**CFCD/CN-DJC288-JD**



**PERSON SPECIFICATION**

**Job Title: Group Manager**

**Directorate & Section/Unit: Children's** **Social Care**

**Salary Grade: P07**

**EXPERIENCE: (of delivering outcome/objectives/service improvements etc, not just time served)**

It is **essential** that the post holder has:

 Substantial leadership experience within children's social care working with children and young people in a statutory social care setting, including those in need of safeguarding, and looked after and

adopted children and young people.

 Substantial experience of working across organisational and managerial boundaries to achieve significantly improved outcomes for children and young people.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The County Council has developed Leadership Competencies that describe what managers in the organisation are expected to bring to their role. *(Management Competency Framework document).* Candidates for this role will be tested against these competencies and they will continue to be relevant for job performance if appointed. These competencies will be revised from time to time as the needs of the organisation change. The Critical Success Factors further describe the Leadership Competencies and for the role of Group Manager those at level 2 are relevant.

It is **essential** that the post holder has:

 Expert knowledge and understanding of relevant legislative and regulatory frameworks and Government initiatives relating to children’s services, including safeguarding, the needs of looked after children and those placed for adoption.

 The tenacity to repeatedly follow through indictors of service and staff performance to secure the necessary improvement in service provision.

 Emotional resilience, that is, the ability to perform effectively during periods of change and stress.

 Willingness to enhance personal performance by seeking out constructive feedback, gaining insight and awareness of personal strengths and challenges.

**QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

 A professional qualification in social work.

 Social Work England (SWE) Registration.

 A relevant leadership qualification or evidence of former and ongoing leadership development.

It is **desirable** that the post holder has:

 A relevant management qualification.

**ADDITIONAL INFORMATION**

This is a demanding role and the job holder must be capable of responding positively to the significant scrutiny for Children's Services. The job holder must be able to work the hours necessary to deliver the requirements of the job. Travel throughout the County and further is required.

Author: Emma Brittain, Assistant Director Date: February 2025

**CFCD/CN-DJC288-PS**