JOB DESCRIPTION	
Job Title	Deputy Team Manager
Portfolio	Social Services
Reports to	Team Manager
Location	
Job Reference/ID Number	

Job Purpose

The Deputy Team Manager provides support to and deputises for the Team Manager in the assessment and delivery of Fostering Service related tasks. Their duties include the screening and allocation of cases, authorisation of general fostering, connected persons, private fostering and Special Guardianship assessments, and management of the Duty social work rota, as appropriate. They provide the Team Manager with support in the day to day operational business of the team and will provide supervision for the Senior Social Workers and Social Workers in the team.

Principal Accountabilities

1. Provide support in decision making to officers in the team in dealing with complex cases..

2. Act as part of the leadership team and deputise for the Team Manager as required, i.e. attend meetings, ensure appropriate allocation of work, prepare reports, deliver presentations, and provide cover arrangements and operational management support to the team.

3. Maintain professional working relationships with partner agencies/key stakeholders in the development of services. Provide support and advice to multi-agency practitioners in relation to their professional work area, to assist them in reducing barriers and blockages to service support, enabling families to achieve sustainable outcomes. Represent the service at local and national forums.

4. Provide professional casework supervision, mentoring and support to the Senior Social Workers and Social Workers in the team, and identify and manage the training and development needs of the Team as a whole, and the individual Team members.

5. Ensure the timely screening, prioritisation and allocation of referrals in line with departmental policy, and authorise assessments and care and support plans, including the deployment of business resources up to an agreed value without reference to Resource Panel.

6. Deploy staff and manage duty rotas as appropriate.

7. Arrange internal and interagency meetings and organise appropriate attendance to ensure that the Council is represented and meets its statutory obligations. Contribute to and promote external stakeholder relationships.

8. Contribute to the development of local and regional policy and practice through research and evidence based practice, and ensure that changes in legislation are reflected in our local processes.

9. Be responsible for quality assurance at a Team level, conducting case file audits in line with departmental policy, and support the Team Manager in responding to complaints.

10. Attend Paris User Group to ensure that the Team is represented and that changes in recording practice are cascaded down, and ensure that changes in legislation are effectively translated into process and practice.

11. Support the Manager to ensure accurate data is available for statutory returns and for inspections by external regulators. Conduct analysis of data and performance, including relevant information systems, audits, customer feedback, including the outcomes of complaints and report to the Senior Management Team.

Supervision/Management of People
Supervision of Senior Social Workers and Social Workers
Employment Checks/Specific Requirement i.e. DBS
DBS, Social Care Wales registration
Special Working Conditions
Full driving licence

Person Specification		
The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.		
Academic/ Professional Qualification	**Essential / Desirable**	**How this will be assessed?**
Degree in Social Work and CPEL equivalent	Essential	Application
Knowledge and Experience		
The post holder needs to be knowledgeable in and understand the following: <u>Generic</u> Social Services and Well Being Act (2014) Wales Mental Health Act Health and Safety Legislation Mental Capacity Act Human Rights Act Domestic Violence Legislation	Essential	Application/Interview

<u>Child-specific</u> Children Act 1989 and 2004 Children (Leaving Care) Act 2000 Children and Adoption Act 2005 All Wales Child Protection Procedures Child-care Procedures S47 Joint Investigation procedures <u>Adult-specific</u>		
Minimum of 3 years post qualification experience and able to demonstrate experience in case management of complex cases	Essential	Application/Interview
Experience of liaising with external agencies	Essential	Application/Interview
Ability to work under general guidance and direction to ensure outcomes are met.	Essential	Application/Interview
A high standard of communication skills - verbal and written.	Essential	Application/Interview
Ability to work as part of a team	Essential	Application/Interview
Experience of supervising a team	Desirable	Application/Interview
ILM qualification	Desirable	Application/Interview
Skills		
It is essential that the post-holder has a high level of personal skills; and is able to deal with conflict, is able to negotiate.	Essential	Application/Interview
Good organisational skills are required.	Essential	Application/Interview
Commitment to joint working with Health and other partner agencies/colleagues.	Essential	Application/Interview
The post-holder will need to have the proven ability to think ahead and to identify potential problems and work out alternative approaches.	Essential	Application/Interview
Must hold a full driving licence and have access to a vehicle.	Essential	Application/Interview
Welsh Language	Desirable	Application
Flintshire County Council Core Behavioral Competencies	**Essential**	**How this will be assessed?**
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview

Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview