

Pecyn Gwybodaeth i Ymgeiswyr Candidate Information Pack



JOB DESCRIPTION

LEAD MANAGER FOR PRACTICE

To safeguard and promote the wellbeing of vulnerable children/young people and adults by delivering and driving improvement in the provision of high-quality practice

Post Reference Number: Various

Date of Job Description: April 2022

Salary and Grade	GRADE 14
Location	VARIOUS/AGILE
Group	COMMUNITY & CHILDREN'S SERVICES
Department / Division	CHILDREN'S SERVICES
Team / Section	VARIOUS
Responsible to:	SERVICE MANAGER
Posts Reporting to this post:	STAFF DEPLOYED TO WORK ON PROJECTS UNDER THE DIRECTION OF THIS POST
DBS Required	YES ENHANCED

Key Objectives

To deliver sustained improvements to the quality and efficiency of the services for which they are responsible so as to provide the most effective services available and best outcomes possible for individuals, their families and carers

To identify a partner organisation to work with Rhondda Cynon Taf Children's Services to co-produce a bespoke model of social work practice informed by an evidence bank of 'what works' in strengths-based practice and supports social workers to respond effectively to children and families.

To lead the co-production, implementation and continuous evaluation of a model of social work practice for RCT Children's Services.

To lead and be accountable for the development of effective partnership working and engagement working collaboratively with a range of organisations, statutory and voluntary in delivering the model of practice.

To co-produce a plan to implement the model of practice, developing and supporting practice improvement initiatives across the service.

To be responsible for ensuring all developments and improvements are tracked, evidenced and recorded in the Children's Services Quality Assurance Framework.

To work in partnership with managers to deliver sustained improvements in performance and in the quality and consistency of practice across teams in line with the model of practice. Thereby ensuring they achieve best outcomes possible for service users, children/young people and families.

To be accountable for ensuring there are arrangements in place for the transfer of knowledge and sharing of best practice across Services.

To support the delivery of innovative, creative and practical solutions within Services to enable change and improvement to take place, that meet objectives and targets of Children's Services.

To be responsible for leading policy/practice guidance for Children's Services practitioners and undertaking service change and improvement which ensures the Council meets its statutory duties, regulatory requirements and manages its non-statutory functions.

To produce reports and briefing documents for Children's Services Management Team, the Council's Senior Officers and elected members on relevant social care policy, practice and service developments. To attend Council meetings as required.-

To safeguard and promote the wellbeing of vulnerable children/ young people through the provision of high quality Social Work practice in assessment, interventions, care/support planning and review.

To maintain the highest professional standards in the discharge of this post and to up hold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility.

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council Children's Services is pleased to offer Principal Social Work posts across its service areas.

All our practitioners and managers have the chance to influence the development of our

work and are supported by a strong, experienced management team both at strategic and operational levels.

We recognise that the social work profession is professionally and personally challenging and demands considerable levels of skill, commitment, and enthusiasm. We offer a dedicated in house Learning and Development Centre which actively supports practitioners and managers at each level to maintain their skills and Continuous Professional Development.

For practitioners at a senior level this will include support to attend relevant management development programmes.

RCT Council employees also have access to a wide range of staff benefits which include:

- 25 days Annual Leave, rising to 30 days after 5 years' service
- Cycle to Work Scheme
- Discounted LeisureForLife Membership
- Vectis Card (staff discount)
- Technology Purchase Scheme

Purpose of the post:



SERVICE CHANGE AND TRANSFORMATION

- To be accountable for co-producing the model of practice and be responsible for leading its implementation and delivery across Children's Services. Reviewing and adapting as appropriate to meet changing needs and requirements.
- To be responsible for preparing practice and performance improvement and development proposals for Children's Services as required, which reflect current innovative thinking and evidence-based interventions in working with individuals, their families and carers
- To lead and support practice and performance improvement initiatives/projects across Children's Services, embedding new ways of working and driving forward change.
- Through implementation of the model of practice, promote good practice and understanding which ensures children and their families views are at the heart of all service delivery and all decisions that are taken about them.
- Support practitioners to undertake effective assessment, analysis, review and planning underpinned by the model of practice to meet the needs of children and families.
- Working collaboratively with Heads of Service, Service Managers and Team Managers, to mentor and develop professional practice within teams through the delivery of specialist advice, guidance, support and training to social work practitioners.

- Informed by the model of practice; develop a supervision framework (linked to the Quality Assurance Framework) which supports high quality reflective supervision for all staff and promotes understanding of the highest standards of social work practice.
- To be responsible for developing assessment, review, care planning and risk analysis documentation that supports the model of practice.
- Ensure that all developments and improvements are tracked, evidenced and recorded in line with Children's Services Quality Assurance Framework.
- To maintain and improve business processes/systems (including WCCIS) for Children's Services.
- To lead work on the evaluation of service effectiveness, undertaking audits and surveys analysing service strengths and identifying areas for improvement.
- To be responsible for identifying key service risks and prepare or adapt plans to mitigate or reduce these risks.
- To produce reports and briefing documents as required for Children's Services Management Team and the Council's Senior Officers within the Council's corporate and governance structures.

- To be responsible for developing/revising and implementing policy guidance for Children's Services practitioners to reflect changes in legislation, statutory requirements and practice, ensuring the Council meets its statutory duties and regulatory requirements.
- To ensure that the statutory requirements placed upon the division, in terms of legislation, policies and procedures, regulations, regulatory requirements and standards are complied with and met;
- To comply with Cwm Taf Morgannwg Safeguarding Board's Safeguarding procedures and practices;
- To be a member of, and contribute to, any required Children's Services groups and multi-agency panels;
- To chair meetings as required to facilitate the work of Children's Services;
- To promote systems of working that result in efficient and effective use of resources.

MANAGEMENT RESPONSIBILITY

1. To manage staff deployed by Heads of Service to work on service improvement activities to deliver organisational change as required.

2. To formally line manage Children's Services staff within the Social Work teams as required.
3. To provide advice and guidance to Service Managers, Team Managers and practitioners regarding Children's Services policy and procedures as required to support clear and consistent decision-making and ensure services meet their statutory duties and regulatory requirements.
4. In accordance with the Council's scheme of delegation, take responsibility for decision making on finance and budget management, staff appointments and human resource matters including health & safety issues;
5. To be accountable for planning and prioritising own work to ensure effective support to all areas of responsibility and delivery of key objectives across the whole service area.
6. To be required to work independently, guided by legislation, regulation, organisational and regional policies, advising on how these should be interpreted and implemented.
7. To proactively address any underperformance, capability or competency issues with staff at the earliest opportunity and in line with Council policies
8. To deputise for the Service Manager when necessary and appropriate;

COMMUNICATION AND ENGAGEMENT

1. To consult with service users, young people, their carers and significant others in the formulation of plans and policies;
2. To be accountable for the engagement with all stakeholders to determine the scope and implementation processes of specific improvement plans.
3. To use effective communication skills to deliver information in a variety of formats to a range of people including staff, service leads, education, health and housing colleagues, and Elected Members.
4. To be accountable for the development of effective partnership working and engagement; working collaboratively with a range of organisations, statutory and voluntary in delivering the best solutions for children.
5. To communicate effectively across all channels from members of the public, customers, services users, internal departments and professionals from other agencies;
6. To produce reports and presentations based on a range of information from a variety of sources.
7. To develop and maintain professional communications and networks within the organisation and at local and national level

LEARNING AND DEVELOPMENT

1. To take personal responsibility for keeping up to date with legislation, research findings and practice knowledge, including attendance at appropriate training;
2. To maintain and improve own knowledge, learning and ability to excel in the role, being an example for others.
3. To be accountable for own practice, personal and professional development including maintaining registration with appropriate professional body. E.g., registration with Social Care Wales.
4. To ensure the transfer of knowledge and sharing of best practice across Children's services and partner agencies.
5. To demonstrate through personal and professional example a commitment to equality of opportunity for all groups of staff and service users and to challenge discrimination, racism, sexism and other forms of unjust behaviour.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH)

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The Knowledge/ Qualifications and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The Competencies section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The Special Conditions and Professional Requirements section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
<p>Professional Social Work qualification i.e. MA/Degree in Social Work or recognised predecessor equivalent e.g. CQSW, DipSW, CSS;</p> <p>A sound understanding of the law relating to Adults/Children and Families</p> <p>Knowledge of child and adolescent development</p> <p>Knowledge of the Social Services & Well-being Act (Wales) 2014</p> <p>Substantial knowledge and understanding of children's social care legislation/policy and their implications within local government, the wider social care sector and related fields, including health.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills</p>	<p>A recognised management qualification recognised in the Qualification Framework e.g. M.Sc. in Public Management, MCI, DMS etc</p> <p>A recognised project planning qualification e.g. Prince.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website</p>

Experience:

Essential	Desirable
<p>Four years post qualifying experience within adults/children's services</p> <p>Experience of successful change management.</p> <p>Experience of establishing and maintaining good professional practices.</p> <p>Experience of productive and effective partnership working</p> <p>Experience of working with legislation and good practice relating to adults or children and of being able to advise others in this area.</p> <p>Experience of quality assurance.</p> <p>Experience of performance management and the preparing and presenting of performance reports.</p> <p>Experience of writing and implementing policies.</p> <p>Motivating staff within a changing environment.</p>	<p>Experience of recruiting and selecting staff</p>

How we expect you to behave in work:

Competency Framework	Middle Manager Competency Framework Competency Framework
Competency Areas	

Developing & Motivating People	<p>Inspires others by being passionate and enthusiastic and having a positive ‘action-focused’ attitude. Leads by example</p> <p>Actively shares knowledge and experience with others to develop the service</p> <p>Sets clear, achievable goals and objectives for team members and reviews these regularly.</p>
Working in Partnerships and Teams	<p>Builds lasting, positive and constructive relationships with a wide variety of people</p> <p>Has an excellent knowledge of and interest in local and national networks.</p> <p>Always works towards understanding and resolving differences in agendas, objectives and expectations</p>
Communicating Effectively	<p>Gets the right messages to the right people quickly and keeps people informed</p> <p>Actively creates regular opportunities for open discussion and passing on information e.g. team meetings</p> <p>Adapts their style and language to suit different groups of people</p>
Managing Change	<p>Understands and embraces the need for change in order to respond effectively to future challenges</p> <p>Makes new ideas and initiatives work for the service practically</p> <p>Shows they understand how people feel during change and supports them through it.</p>
Implementing Strategy	<p>Produces and promotes clear and well written policies, guidelines and other documentation</p> <p>Ensures practitioners understand how their role actively contributes to delivering the strategy</p> <p>Regularly challenges service delivery to ensure a more sustainable future to improve the quality of people's lives and the environment</p>
Achieving Results	<p>Demonstrates professional competence and consistently delivers high quality outcomes.</p> <p>Is flexible can switch tasks/roles/priorities to deal with new demands changes of new information.</p> <p>Is willing to 'go the extra mile' to complete important tasks.</p>

Managing Resources

Focusing on Service Users

Continually evaluates and responds to service needs to increase efficiency, quality and value of delivery.

Utilises existing resources effectively and positively .

Actively seeks to consults with Service Users to determine what they want from the Council and to understand what really matters

Ensures services are accessible and are provided fairly

Promotes a culture where all customers are valued and treated with respect

Special Conditions and Professional Requirements

Requirement to travel independently throughout the Service Area.

Enhanced Disclosure and Barring checks on appointment and at periodic intervals.

To be personally responsible for the continued registration as a 'Social Worker' with Social Care Wales.

To work in a family supportive manner which might include working evenings and weekends.