

## **JOB DESCRIPTION**

<b>POSITION:</b>	PRACTICE MANAGER
<b>DIVISION:</b>	CHILDREN'S SERVICES
<b>SERVICE:</b>	VARIOUS
<b>REPORTS TO:</b>	TEAM MANAGER
<b>RESPONSIBLE FOR:</b>	SOCIAL WORKERS
<b>GRADE:</b>	11

### **JOB SUMMARY**

To act as a senior social work professional in the assessment, case planning and review functions of Children's Services. To be responsible for the professional supervision of staff within the Social Work team.

### **PRINCIPAL ACCOUNTABILITIES**

- 1 To offer professional supervision, guidance and support to social work staff involved in complex assessment and case management functions and be responsible for directing individual social work staff in the management of specific cases.
- 2 To undertake managerial and administrative responsibilities as detailed in the attached list of competencies for a Practice Manager.
- 3 To control and have personal input to those cases that are not permanently allocated but which are the subject of regular monitor and review.
- 4 To participate in the development and review of staff training and development plans and learning programmes.
- 5 To operate team workload management systems to ensure that resources address priority cases and respond to changing needs and circumstances.
- 6 To contribute to the development of team and individual work plans.
- 7 To contribute towards the appraisal of team and individual service performance against identified indicators.

- 8 When appropriate, to directly support staff undertaking complex assessments/developing appropriate packages of care to meet service users needs.
- 9 To negotiate service contracts within prescribed parameters, which ensure value for money and meet the complex needs of service users.
- 10 To undertake contract monitoring and regular reviews to ensure that users changing needs are met and that providers achieve agreed standards of care.
- 11 To take responsibility for the service provided by the team making professional and managerial decisions appropriate to the circumstances.
- 12 To represent the service at court, child protection conferences, planning and review meetings.
- 13 To chair multi-agency meetings as required to determine service delivery e.g. child protection conferences, statutory reviews, planning meetings (S17 or S47).
- 14 To participate in the management of delegated budgets.
- 15 To liaise with senior officers of other departments, councils, voluntary and statutory bodies, users and their representatives to ensure appropriate services for users.
- 16 To use specialist knowledge to participate in developing practice initiatives at team, business and divisional levels.
- 17 To support staff with the delivery of electronic case recording functions.
- 18 Any other duties appropriate to the post and grade including deputising during the absence of the team manager.

**PERSON SPECIFICATION - Post: Practice Manager**

**QUALIFICATIONS / EXPERIENCE:**

- |   |  |                  |
|---|--|------------------|
| 1 | To hold a recognised social work qualification and be registered with the General Social Care Council.   | <b>E<br/>A/I</b> |
| 2 | To have extensive experience of utilising a range of social work skills, at post qualifying level with a local authority, or other recognised equivalent agency. | <b>E<br/>A/I</b> |
| 3 | Experience of holding a caseload that has included child protection and court work, in circumstances where issues are complex and in dispute.                    | <b>E<br/>A/I</b> |
| 4 | Experience of preparing reports and presenting these in a formal setting.  | <b>E<br/>A/I</b> |
| 5 | Experience of financial management in a social work setting.   | <b>E<br/>A/I</b> |
| 6 | Experience of determining priorities in the implementation of a social work service.   | <b>E<br/>A/I</b> |
| 7 | Experience of applying the principles of equal opportunities in social work practice.  | <b>E<br/>A/I</b> |
| 8 | Experience of undertaking complex assessment work in a statutory setting.  | <b>E<br/>A/I</b> |

**KNOWLEDGE:**

- |    |  |                  |
|----|--|------------------|
| 9  | Knowledge of key legislation central to the implementation of a professional social work service.                                      | <b>E<br/>A/I</b> |
| 10 | Knowledge of the functions of Social Care department and related agencies.   | <b>E<br/>A/I</b> |
| 11 | Knowledge of methods to assess performance and the achievement of targets in social work practice.                                     | <b>E<br/>A/I</b> |
| 12 | Knowledge of linking staff training and development to service planning and priorities.  | <b>E<br/>A/I</b> |
| 13 | Knowledge and understanding of the importance of performance information and the use of information systems in operational management. | <b>E<br/>A/I</b> |

## PERSONAL COMPETENCIES:

14	Motivating	T
	• Influencing & negotiating	T
	• Inter-personal sensitivity	T
	• Oral Communication	T
	• Written Communication	T
	• Analysis / information handling	T
	• Decision Making	T
	• Planning & organising	T
	• Customer orientation	T
	• Change Orientation	T
	• Commitment & Resilience	T

## SPECIAL CONDITIONS OF SERVICE:

Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975, as amended, pursuant to Section 4 (4) of the Rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The postholder will be required to work outside of normal office hours on occasion.

This post is opened to job share.

**KEY:**                      D Desirable                      I Evaluated at interview  
E Essential                A Application                      T Subject to test

## SELECTION CRITERIA

The following details the criteria which will be used to select the candidate(s) for the post. Candidates are advised that those criteria marked with an ( A ) will be used at shortlisting to select applicants for interview, it is therefore necessary that these are addressed in your application.

Some elements of personal competencies of short-listed candidates will be assessed by participation in assessment centre exercises, where appropriate.