



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

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| Position Title: | Team Manager – Protection and Permanency |
| Grade: | PO3 |
| Directorate: | Children & Families |
| Department: | Children's Social Care |
| Responsible to: | Service Manager (Children) |

Purpose of the Job:

To manage the development and delivery of Children's Social Care to safeguard Rutland's children and their families and ensure Rutland fulfils its responsibilities in accordance with statutory requirements. To manage the delivery of family support services to Children in Need, Children Looked After (prior to transfer to our Through Care Team) and Children subject to a Child Protection Plan, and to work as an integrated service with families and carers.

Main Responsibilities:

1. To safeguard and promote the welfare of children and families in Rutland through effective planning, design and delivery of service provision. Monitor and review the quality of service provided in accordance with statutory and practice regulations.
2. To make decisions and/or resolve complex individual cases to provide appropriate safeguarding for the child; ensure effective record keeping of all cases.
3. Assess and manage risks to protect the welfare of the child and meet statutory requirements.
4. To participate in the development of policy and practice to deliver new ways of working.
5. To attend and contribute to the LSCB and Children's Commissioning to support the development of initiatives across Children Services and professional agencies.
6. To assist the Head of Service in leading and developing services to enable



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capacity to manage necessary changes to service delivery to continue to meet the needs of the community and meet national standards and regulations.

7. To determine outcomes and objectives for the service; regularly monitor and review progress to ensure that service delivery timescales and performance quality targets are met.
8. To promote and contribute to the safety and wellbeing of all people in the community through the implementation of robust safeguarding practices and procedures. Ensure the delivery of professional standards in compliance with National standards and regulations to ensure the highest quality of support service users and ensure vulnerable adults and children are safeguarded.
9. To ensure that statutory functions are effectively discharged and are compliant with national standards and regulations. Contribute to inspection processes as implemented by the Care Quality Commission and Ofsted to enable the Council to respond to such inspections in an effective and timely manner.
10. To ensure that quality assurance and key performance indicators are implemented and managed to ensure the Council is fully compliant with its statutory obligations and essential services are effectively delivered.
11. To contribute to the corporate management of the People Directorate and support the delivery of the Council's Strategic Aims and Objectives, One Council Values and the Leadership Behaviours.
12. To consult, collaborate and where appropriate work in partnership with a range of relevant statutory, independent and voluntary sector organisations in order to provide integrated and effective services for the people of Rutland.
13. To work with other operational teams to develop and apply quality and best practice procedures across Rutland ensuring consistency and compliance with Council policies.
14. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
15. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
16. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.



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17. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Behaviours and outcomes:

Work collaboratively across children's services to ensure a joined up, consistent service that adds value.

Be ambitious for Rutland children and champion best practice social care services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions

Budget responsibility for £250,000 - £1m; undertakes monthly budget monitoring and management for one or more cost centres as part of a larger functional budget.

Directly line manages up to 10 staff – responsible for recruitment, 1-1s and performance management. Indirect line management of teams within Children's Social Care.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

| Essential | Method of Assessment * |
|-------------------------------------|------------------------|
| Educated to degree level standard | A/D |
| Qualified Social Worker – DipSW. | A/D |
| Social Work England registered | A/D |
| Desirable | Method of Assessment * |
| Management qualification at Level 4 | A/D |

EXPERIENCE/KNOWLEDGE

| Essential | Method of Assessment * |
|---|------------------------|
| Significant post-qualifying practice experience to include child protection investigations, comprehensive assessments and planning for children. | A/I |
| Experience of supporting social workers in Children in Need, Child Protection process. | A/I |
| Thorough understanding of the legislative and regulatory regime of multi-agency statutory children's services and an understanding of the framework within which local authorities operate. | A/I |
| In-depth knowledge of relevant legislation and national guidance relating to Social Care and Safeguarding procedures. | A |
| Experience of managing the delivery of customer and partner focussed services. | A/I |
| Resource management – management of staff resources, financial management planning and budget monitoring. | A/I |
| Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery. | A/I |



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| Desirable | Method of Assessment * |
|---|------------------------|
| Knowledge and understanding of relevant statutory duties and services provided by Local Government. | A |
| Experience of leading, implementing and managing change and service improvement. | A |
| Experience of working with elected Members | A |

SKILLS

| Essential | Method of Assessment * |
|--|------------------------|
| Ability to communicate with service users, their families and relevant members of their support networks, colleagues and other agencies clearly and effectively. | A/I |
| Personal and professional credibility and a high level of probity and integrity. | A/I |
| Commitment to high performance and continuous improvement. | AI |
| High level of reporting writing skills including policy, procedure, casework and practice. | A/T |
| Ability to build effective relationships and partnerships with and between agencies and partners, including public, voluntary and private sector organisations. | A/T |
| High level verbal communication skills including delivery of formal presentations, to influence, persuade and negotiate. | A/T |
| Analytical and problem-solving skills. | I/T |
| Sufficient IT skills to work with spreadsheets, database and e-mail. | A/I |
| An ability to take calculated risks and embrace change. | A/I |



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| Desirable | Method of Assessment * |
| | |

EQUALITY AND DIVERSITY

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| Essential | Method of Assessment * |
| Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. | A/I |

OTHER

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| Essential | Method of Assessment * |
| Flexible in working patterns to fulfil commitments of the role and team. | I |
| Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team. | I |
| Willingness and ability to visit other sites as and when required. | I |

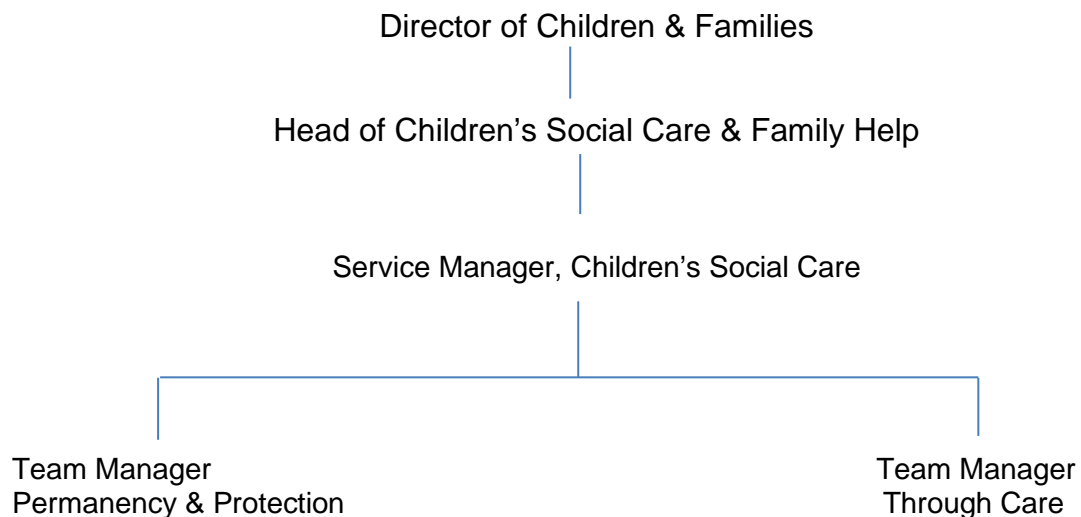
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|-----------|------------------------|
| Desirable | Method of Assessment * |
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* A = Application Form D = Documentary evidence I = Interview T = Test



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STRUCTURE



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

| DATE | CHANGE - YES/NO | PREPARED BY (Name & Position Title) |
|---------------|--|---|
| August 2015 | New Job | Steve Tanner, Interim Head of Safeguarding (Children) |
| January 2018 | Update to structure chart | Rebecca Wilshire, Head of Safeguarding (Children) |
| December 2021 | Update to structure chart and amends to role | Leanda Cank, Service Manager |
| July 2024 | Update top Structure chart and new template | Oladuti Olusesi, Service Manager |