

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Team Manager
Salary:	£50,884 - £53,936 per annum
Grade:	GRD15
Hours:	37 per week
Team:	Unaccompanied Children and Young Peoples team. 0 – 25 yrs.
Service Area:	(UC&YP)- Children services
Primary Location:	Knights Court, Oxford / Countywide
Budget responsibility:	Yes
Responsible to:	Service Manager CWCF
Responsible for:	ATM, Social Workers / LCPA's and case holding.

### Job Purpose

The Unaccompanied Children and Young People team is a specialist county-wide team working with children and young people between the age of 0-25.

We respond and work with all newly arrived children and young people that are here to claim asylum. These children may be referred to us by the police or other agencies or we support children who may be part of the South-East National Transfer Scheme.

The child becomes a Child We Care For when there is no-one in the UK with parental responsibility for them. The UCYP team support these young people from their arrival, seeking asylum and throughout the asylum process and moving onto independence and beyond.

The team have responsibilities to ensure our UC&YP receive the same services as the children we care for and leaving care team. In addition, team members may be required to complete a variety of assessments to ensure the young person is receiving the correct support including:

- Merton Compliant Ages Assessments
- Human Rights assessments
- Referral to the National Referral Mechanism (NRFM)

The team ensures the child needs whether it be health, emotional or social needs are supported.

## **Main Job Role Purpose**

1. To provide operational management of the 0 -25 Team, ensuring that the highest standards of service are provided, within the County Council's scheme of delegation. To manage a team of 13 staff including an ATM, Social workers and Leaving Care personal advisors.
2. To ensure that services to Unaccompanied Asylum Seeking Young People are delivered and developed according to departmental policies procedures and guidelines.
3. To ensure that services are planned and delivered in a way that maximises participation and reflects Children's Rights.
4. To ensure practice is compliant with current legislation and statutory guidance

This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.

## **Job Responsibilities**

### **1. Management role**

- To provide day to day operational management of the UASC Team
- To ensure that the service is delivered in line with Oxfordshire's principles and values for working with partners, children, young people, adults and families.
- To work alongside interpreters, monitor the quality and raise any issues where necessary
- To encourage and support looked after children and young people and to participate in all decision-making processes affecting their lives (according to their age, culture and stage of development).
- To Chair network meetings, multi-agency case discussions/reviews and planning meetings, MARAMP's and service meetings.
- To respond to any legal challenges.
- To lead on Human Rights Assessments when young people are at the end of their immigration journey.
- Ensuring Leaving Care policies are implemented in accordance with Leaving Care Legislation and our published Local Offer.
- Ensure the delivery of the requirements of relevant legislation, guidance, and practice standards, in accordance with Children's Social Care Policies and Procedures and OSCB Safeguarding Procedures, including statutory visiting and related recording
- To keep abreast of current research, immigration legislation and national developments.
- Ensuring Budget management is compliant with OCC Financial management protocols and the Leaving Care Financial Policies in particular.
- Ensuring records and information systems are kept accurately.

### **2. Supervising role**

- Responsible for line management and case supervision of SW and LCPA's including HR & IBC reporting in line with the council's supervision policy.
- Escalating cases or issues which may have implications for staff members or others as per Escalation or Need to know policy.

### **3. Directorate/legal procedures**

To assist in the implementation of directorate policies and procedures within statutory requirements. This will include:

- Ensuring the implementation of relevant legislation across Children we Care for and Leaving Care.
- Active involvement in the quality standards framework, including regular case audits.
- Assisting in preparation and report writing required for Ofsted inspections, Team Manager, Head of Service, Director.

- Responding to complaints within statutory timescales.
- Assisting with responses to FOI requests.

#### **4. Service Planning**

- Assist the Service Manager in the planning and development of service and team plans.
- Assist in the update of policies and procedures that relate to UASC.
- To ensure service delivery promotes children's rights and participation in service development.

#### **5. Consultation**

To offer consultation to staff within leaving care teams around the county on complex and/or high-risk UASC cases that have returned under Keep on Caring. On occasion this may require joint direct work with care leavers and professionals.

#### **6. Lead/Advocate**

- Positively advocate for UASC within Oxfordshire County Council and external agencies.
- Represent UASC at specific meetings/panels

#### **Health and Safety**

For Managers - You must ensure you are fully aware of your responsibilities for Health & Safety and the relevant activities expected of you as a Manager, including ensuring that:

- All new employees, that you manage, are fully inducted into their role.
- Your team are regularly reminded of key issues and responsibilities.
- Your staff are set appropriate targets at appraisals.
- Your staff undertake appropriate health and safety training, including refresher training as necessary.
- You carry out risk assessments, and implement them, for processes, operations and activities under your control.
- Health & Safety is a regular topic at Team Meetings.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours.

## **Section B: Selection Criteria**

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

<b>Essential Criteria</b>	<b>Assessed By:</b>
<p>Relevant Professional Qualifications</p> <p>Evidence of continued professional development which has been transferred into the workplace</p>	Interview/application
<p>Comprehensive knowledge of Children's Social Care theory, legislation and practice, with the proven ability to successfully implement this in the workplace at an operational level.</p> <p>Knowledge and understanding of safeguarding principles and proven ability to interpret and implement these in practice.</p> <p>A clear understanding of how the services, activities and strategies in CEF and in partner organisations' work together to create value/best outcomes for service users. Ability to encourage and establish working effectively across boundaries and with organizations that have different priorities, to support these outcomes.</p> <p>Ability to contribute to the creation of strong networks and a culture which ensures systems and procedures are in place which promote stakeholder involvement and continuous improvement in the delivery and evaluation of services.</p> <p>Ability to champion the operational importance of continuous learning, professional development and knowledge sharing, ensuring individual and organisational learning is fully exploited to enhance organisational capability.</p> <p>Ability to contribute to the analysis of performance data and work with public agencies to identify themes and gaps in service provision to inform service planning.</p> <p>Clear understanding of the implications of Council and CEF priorities and values, and ability to identify implications for our service to ensure our plans and activities reflect these.</p> <p>Ability to supervise others, securing their engagement and by providing evidence based reflective support and direction to achieve realistic and timely objectives.</p> <p>Good understanding of child development and factors that support children to develop and achieve their potential.</p>	Interview/application
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Previous Management experience	Interview/Application
Knowledge and experience of the need of Unaccompanied children and young people	Interview/Application



Ability to build and lead a team, and establish effective relationships and an open, motivating and inclusive culture	Interview/Application
Ability to set and maintain high performance standards for self and others, translating ideas into actions	Interview/Application
Considers the impact on others when making decisions, is available and approachable and takes time to consult and communicate with sensitivity and understanding, but equally capable of undertaking difficult conversations and actions	Interview/Application
Good IT skills	Interview/Application

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.



The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input checked="" type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

