



## Job Description

### JOB TITLE Team Manager

Job Details	
<b>Grade</b>	6
<b>Number of Posts</b>	1
<b>Department</b>	Disabled Children's Service
<b>Reporting to</b>	Head of Service

#### Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Overview of the role:**

Responsibility for the leadership and management of the (Assessment and Care management/Adoption and Fostering/AST/Children/Direct Services) service within a locality, and ensuring that the Social Work Service is of a consistently high standard and meets the needs of Birmingham's diverse communities.

Ensure the quality and standards of professional practice and performance in relevant areas of service delivery.

Ensuring equality of access to the Social Work Service.

Ensure collaborative working between service users/carers and key partner agencies.

**Key Responsibilities:**

- Provide effective management support and individual supervision and guidance to a team of (Assessment and Care Management/Adoption and Fostering/AST/Children/Direct Services).
- To be responsible for the development and implementation of team/unit business plans and to be accountable for the delivery of service accordingly.
- Ensure that the work of the team complies with statutory duties and requirements.
- Deploy and control the use of resources and be responsible for budgetary control.
- Ensuring the allocation of work within the team meets the needs of its customers/service users.
- To ensure that the Directorate is represented to the community in a way that encourages better understanding of its work.
- To be responsible for the promotion of an accessing of its service.
- Responsible for maintaining and reporting on quality and equality of service delivery.
- To ensure effective two-way communication between the team/unit and other parts of the Directorate and Partner Agencies.
- To undertake disciplinary, grievance, managing attendance and complaints investigations.
- Ensure representation of the Trust in negotiation with other agencies.



- Assist in the recruitment and selection of staff.
- Ensure that there are appropriate systems to monitor and review the performance of staff to comply with Directorate procedures and legal requirements.
- Organise and chair regular team and other meetings as appropriate including case conferences.
- Identify the training and development need of staff and assist in meeting/commissioning training and development requirements.
- Input and extract information as required on the Directorate information systems.
- To contribute to the Directorate, corporate and inter-agency strategic planning activity.
- To undertake any other responsible duties commensurate with the grade and nature of the post

Key Information						
Is a Safeguarding Check needed? <i>(DBS and Experian background checks)</i>		<b>Children</b>	<b>Adults</b>	<b>Children and Adults</b>		
	Basic					
	Enhanced	x				
Will this position have Line Manager Responsibility?	<table border="1"> <tr> <td data-bbox="829 1182 1002 1234">Yes</td> </tr> <tr> <td data-bbox="829 1234 1002 1287"></td> </tr> </table>				Yes	
Yes						

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

