


Job Description			 Nottinghamshire County Council
Title	Service Group	Post Ref Add Ref	
Team Manager – Integrated Family Service	Children, Families Cultural Services		
Job Purpose			
<i>To lead on the operation of a team within the integrated family service</i>			
Key Responsibilities		Key Accountabilities	
<ol style="list-style-type: none"> 1. Personally, and through team members to deliver the targets set down in the service and team business plan 2. To resolve any service delivery issues within available resources. 3. To monitor performance, quality and outcomes within the team and to improve the performance of operational staff 4. To provide an effective service to vulnerable children, young people and their families to meet agreed goals. 5. To act as a professional exemplar in carrying out the above duties with a 'can do' attitude. 6. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Service Manager 7. To build positive relationships with partner agencies, local providers, contractors and other staff and colleagues. 8. To inform the Service Manager of any changes in the operational environment including customer satisfaction issues. 9. To develop and maintain relationships with other agencies including adhering to partnership arrangements in respect of seconded staff. 		<ol style="list-style-type: none"> 1. Specified service targets within agreed resources 2. Effective supervision of practitioners to secure high levels of performance 3. Effective management and deployment of an identified budget 4. Alert the Service Manager of issues that could affect performance 5. To ensure that all case management, safeguarding and public protection practice complies with local and national policy and guidance 6. To monitor the performance of staff and local arrangements and protocols for the delivery of targeted support services 	

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

1. Evidence of continuous professional development.
2. Knowledge and understanding of the main issues affecting the service area.
3. Knowledge of effective, evidence-based practice
4. Knowledge of the principles and practice of:
 - effective people management;
 - excellent customer service;
 - appropriate risk management;
 - budget management
5. A professional qualification relevant to children and family services

Experience

10. Minimum 3 years experience with vulnerable young people
11. Experience of planning and organising team work or co-ordinating complex activities
12. Experience of operating in a multi-agency environment

Leadership and Management Skills

6. Can demonstrate the abilities to drive the team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.
7. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.
8. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues
9. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.

Role Dimensions

13. To manage the day-to-day operations of a team or a number of external contractors
14. To manage a budget of £0.6m
15. To manage up to two senior and up to eighteen main grade practitioners, including staff seconded from partner agencies
16. To work unsocial hours, including evenings and weekends, in line with service needs
17. Reports to Service Manager

Please attach a structure chart

Date 30 December 2014