

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Childrens Social Care
POST:	Group Manager – Locality Hubs
GRADE OF POST:	GR16
RESPONSIBLE TO:	Head of Children's Social Care

JOB PURPOSE:

To provide strategic leadership and overall management for case management in our 3 locality hubs. This will include leading on case management processes, developing, monitoring and reviewing strategies and policies that reflect the objectives of the Assessment and Case management Services in achieving positive outcomes for Children and young people. It will also include working within the requirements of relevant legislation and statutory guidance in relation to performance and arrangements to safeguard adults, children and young people.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To demonstrate commitment, vision and leadership at a Group level by:
 - Providing solutions to problems to ensure continuous improvement and the delivery of excellent services.
 - Promoting and developing staff effectiveness through a performance management culture.
- To play a lead role in Regional collaboration as appropriate.
- To assist in the development, implementation and review of the Council's strategies, plans and policies in line with the Corporate Plan.
- To provide strategic and operational leadership and oversight to staff delivering services to Children and young people. This will include providing professional supervision and line management to those within the service area.
- To develop policies, procedures and practice guidance to ensure the service operates within Regulatory requirements and statutory guidance and supports the identification of risk. To ensure that the Service operates effectively through appropriate application of processes and procedures in relation to Children and Young People are implemented and adhered to accordingly.
- As a member of the Social Services and Wellbeing Directorates Senior Management Team working closely with others to contribute significantly to the directorates priorities. This will include leading on the development and implementation of new models of service delivery including developing the

prevention and wellbeing agenda, service remodelling boards and business objectives; leading on projects; delivery of services within specified budgets and meeting MTFS targets; developing and reviewing strategies, policies and procedures in order to achieve positive outcomes for Children, young people and Adults.

- To have the primary responsibility for establishing, maintaining and developing consistent and high standards of professional and managerial competence amongst all staff involved in the delivery of Children's services.
- To resolve highly complex complaints, evaluating the outcomes to improve the quality of service being provided.
- To take a lead role in collaborating, initiating and developing links with partnerships and participating in multi –disciplinary working with other local authorities, regional and national bodies and other private/public/third sector organisations necessary to achieve objective and service improvements.
- Represent the Directorate on local, Regional and National forums and participate in policy/service developments accordingly.
- To deputise for the Head of Children's Services as appropriate.
- To undertake Human Resources functions in respect of staff recruitment and disciplinary issues.
- To prepare reports for Cabinet, Corporate Parenting Committee, Scrutiny, CMB and others as required.
- To improve and ensure a high quality standard of service, by ensuring the effective management of performance, including engagement of service users and carers and the resolution of highly complex complaints both of which can inform future service provision/delivery.
- To chair various complex meetings and panels where senior management oversight and decision making is required.
- Provide out of hours office support to BCBC staff and EDT. Make decisions regarding allocation of resources which have significant budgetary implications and provide expert advice to deal with complex and high risk situations.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification
Group Manager – Locality Hubs

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Social work qualification together with registration with the Care Council for Wales (CCW). • Educated to Masters level or equivalent. • An appropriate management qualification and/or training or an ability to demonstrate competence through experience. • Evidence of continued professional development. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Extensive and considerable post qualifying experience in Health or Social Services Setting. • Experience of working in a complex and diverse organisation, including leading or contributing to the development of plans and policies at a strategic level. • In depth and broad knowledge of relevant legislation, statutory functions and national guidance that pertains to children, young people and adults. • Senior management responsibility and oversight of safeguarding services in a local authority setting. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

<p>Knowledge & Experience Continued</p>	<ul style="list-style-type: none"> • Considerable experience of leading and managing resources in the delivery of social services. • Thorough knowledge of assessment and case management procedures and relationship to the provision of services. • Experience of planning and working effectively with a wide range of statutory, voluntary and private & public sector organisations / parties. • An awareness and understanding of political structures and sensitivities and the respective roles and responsibilities of members and officers. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to analyse and identify implications of legislation/ policy on professional practice. • Ability to work in a professional manner, represent the authority at a variety of internal and external meetings. • A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into strategy and service delivery. • Commitment to improving services to Children and young people as well as their families/carers. • Ability to lead and motivate teams and inspire confidence. • Ability to communicate effectively, presenting complex information and managing conflict across professional and organisational boundaries 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

