

APPOINTMENT OF MANAGER BAND L

Personal Job Title: Adoption Team Manager One Adoption South Yorkshire

Reporting to: Service Manager

Key role objectives

The post holder will carry out the day-to-day management of a team of qualified adoption social workers, supervising the work and ensuring decisions are made in a timely and appropriate manner.

Manage the Adoption Support and Family Finding services within the Rotherham Adoption Team.

Participate in the development of the Regional Adoption Agency to improve services
Implement regional policy, procedure and standards.

Shortlisting and interview criteria

Essential Criteria:

- Experience of working at a managerial level, within statutory children's services, including adoption work and managing and supervising a team of qualified social workers OR Experience of acting in an advisory/deputy/consultative role within statutory children's services including adoption work
- Experience of statutory caseload management
- Experience of multi-agency working
- Current knowledge of adoption legislation, regulation and guidance
- Knowledge and understanding of local and national Adoption Strategy
- Thorough knowledge of Adoption issues
- Knowledge of auditing processes and experience of auditing work to ensure compliance with statutory requirements

Desirable Criteria:

- Experience of engaging service users in service developments
- Experience of implementing and reviewing service developments


Job Specific Notes – include in the advert

Job specific qualifications	Social Work Qualification with extensive experience in Adoption work. Professional qualification eg: CQSW, CSS, DipSW. Registration with the SWE
DBS Level	Enhanced
Shift Working/Out of Hours/Unsociable Hours	Occasional evening and out of hours working
Contractual overtime	No

Standby rota	No
Other working arrangements	Travel is an essential part of this job and although being a car user is not essential, the expectation would be that postholders can travel across the South Yorkshire region within a reasonable timescale.
Politically Restricted Position	No
Date Document Updated	19/6/23

Key Duties/Areas of Responsibility

1. Provide effective leadership, management and direction to designated teams, individuals, and managers', ensuring appropriate support is in place, standards are maintained and learning and development needs are identified and addressed.
2. Prepare service plans and produce team action plans ensuring an outcome focused approach to prioritisation of resources and performance.
3. Participate in research, audit and benchmarking activities to develop, implement and monitor performance, standards of service delivery and service user satisfaction.
4. Plan and implement developments and improvements in the service to meet legislative requirements and local and national priorities to ensure provision of a high quality, efficient, customer focused service.
5. Ensure that employees within the service take a holistic view of presenting customers, including taking responsibility for appropriate redirection and signposting of customers to other areas if appropriate to ensure customers do not fall through gaps in service provision.
6. Provide professional advice and support to direct reports, other staff, multi agencies and the general public.
7. Produce regular management information and reports for the Council, internal management and other relevant bodies.
8. Undertake regular workload and caseload reviews and facilitate the production of caseload profiles from caseload holders.
9. Develop and foster effective relationships with external stakeholders, partners (both public and private) and engage in multi-agency working where appropriate.
10. Manage, monitor, and control the associated budgets and programmes, ensuring good financial management to meet budgetary targets.

Person Profile	MANAGER BAND L	
1. Key Areas of Knowledge and Experience		
<i>Know-how (Level 8)</i>		
Substantial experience of working at a senior manager level, including managing a team within a service		
Acting in an advisory/consultative role with respect of professional practice and/or policy areas		
Successful management of positive culture change within own service area and commitment to a wider service approach to culture change		
Substantial knowledge of all relevant legislation, policy and guidance relevant to the role		
Working in partnership with the private, public and community/voluntary sectors and commitment to multi-agency working		
Engaging service users in and implementing service developments		
Formulating, developing and implementing strategic and project plans to promote positive outcomes		
Managing projects and implementing change in a complex service delivery environment		
Caseload management		
Funding, procurement and budget management/financial control		
Utilising a range of ICT systems and applications		
2. Qualifications		
Level 7 qualification e.g. Post Graduate Certificates and Diplomas with extensive experience in the relevant specialist area and other related areas of work, or a wider range of areas Or Evidence of the equivalent level of knowledge gained through work experience		

3. Key Skills

Communication (Level 6)

- Exchanges wide ranging complex and contentious information with a different sets of people, orally and in writing
- Delivers well-structured communication to different people and uses a range of influencing skills effectively
- Uses effective negotiation skills and deals with potential conflict
- Produces highly complex reports/documents to suit the needs of the audience

Decision Making (Level 7)

- Makes decisions on a wide range of issues which may involve several work areas and where a number of options may exist
- Deals with complex decision making involving a degree of uncertainty

Problem Solving (Level 6)

- Uses an analytical approach to solve very complex situations or problems
- Analyses and interprets very varied and highly complex information from several sources
- Uses lateral or creative problem solving where there is little precedence to draw on or a high level of uncertainty exists
- Develops long-term solutions and strategies

4. Rotherham Leadership Expectations

Honest and accountable

- ✓ *Drives and delivers work, collaborating across council and with partners*
- ✓ *Embraces challenge, demonstrates resilience, takes responsibility and seeks new ways of working*
- ✓ *Manages difficult situations and conversations at the earliest opportunity, escalating where appropriate*

Respectful and inclusive


- ✓ *Is open, approachable and authentic*
- ✓ *Is able to build trust with others*
- ✓ *Values diversity and views of others*
- ✓ *Challenges inappropriate behaviours*

Ambitious and agile

- ✓ *Creative, innovative and enterprising in seeking solutions*
- ✓ *Positive, adaptable, open to change and responsive to feedback*
- ✓ *Leads by example, sets high standards and takes responsibility for personal development*

Professional and proud

- ✓ *Open, honest, consistent and impartial*
- ✓ *Seeks to continuously improve services that deliver value for money*
- ✓ *Works to and demonstrates organisational values*
- ✓ *Enthusiastic, encouraging and is an ambassador for Rotherham and its people*

Person Profile	MANAGER BAND L	
5. General Requirement – job advert		
Able to work flexibly, including any service specific hours		
Able to travel to various locations throughout the Borough within a reasonable timescale		
Good attendance record in current/previous employment (not including absences resulting from disability)		
NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)		
6. Statements Applicable to all Jobs – job advert		
All duties and responsibilities should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; Safeguarding and Financial Regulations.		
Safeguarding is everyone’s business. All Council employees, elected members, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children, young people and adults, and must raise any concerns without delay.		
Emergency Planning All employees will be required to undertake emergency planning duties commensurate with the grade of the post.		
The job profile is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council.		
The person profile covers key areas of experience, knowledge, skills etc. Methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process.		
The One Rotherham Values and the Employee Expectations outlined in the person profile are the minimum standards of behaviours required for working at Rotherham MBC in any post and are assessed as part of the selection process. <i>They are not required to be addressed in the application form.</i>		
This job and person profile has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy. We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.		