

Lancashire County Council

Job description for the post of: Practice Manager					
Directorate: Children and Young People's Services			Location:	Lancashire House, Accrington	
Establishment or team:		Children's Multi Agency Safeguarding Hub		Post number:	
Grade:	Scale10	Line manager:	Team Manager	Car user:	Y
Staff responsibility: yes		Number of staff directly supervised: 7		Which business plan covers this post? Children and Young People's Directorate	

Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

Corporate Objectives

Lancashire a place where people can

- Feel safe
- Lead healthy lives
- Get help if they need it
- Learn and develop
- Work and prosper
- Travel easily and safely
- Enjoy a high quality environment

The purpose of this job is to:

- To, work alongside partners such as Health, Police, Probation and Early Help located within the Multi Agency Safeguarding Hub to provide a high-quality seamless service to children, young people and their families in need of support and protection.
- To ensure the appropriate management, advice, and action in relation to incoming work, and that all Request for Support are processed effectively and in a timely manner.
- To act as a point of contact and advice for partner agencies both inside and outside of the Multi Agency Safeguarding Hub, providing decision making and guidance on complex cases.
- To lead and manage a team of practitioners in the Multi Agency Safeguarding Hub, including liaising with line and matrix management of partners as required, ensuring that the correct procedures are followed which supports the best possible outcomes for those in need of support and protection.
- To ensure appropriate professional supervision and development of staff within the Team.
- To coordinate and integrate team activities, including overseeing joint delivery of multi agency arrangements, anticipating and responding to change that will impact upon service delivery. Identify ways to improve practice, operations, performance and efficiency within the service.
- To instil a culture of strength-based practice, embedded in a confident learning culture,

supported by effective supervision and appraisal

- To promote equality and diversity to make sure that all children young people and families are treated with dignity and respect when receiving children's services.

Core tasks

- Deliver a children's care service as outlined in national legislation and guidance and in line with county policies and procedures.
- To assist in the line management of a multi-disciplinary team of qualified social workers.
- The post will include recruitment, induction, high quality professional supervision, appraisal, staff development and other associated management tasks.
- To assist in ensuring that the team meets performance targets/management requirements, including the regular review of the service, contribution to Quarterly reports and development of a Team Business Plan.
- To support the Team Manager in developing the Team and contributing to wider service development in line with evidence-based practice, quality standards, best value, service governance, social inclusion and safeguarding.
- To assist in effectively managing the referral, allocation, assessment, and review of work allocated within the MASH.
- To meet statutory obligations and requirements and comply with the relevant policies, procedures and guidelines as required by Children Social Care.
- To assist the Team Manager in the promotion and development of effective working relationships with internal and external services.
- Ensure a high standard of professional practice is maintained across the service through personal example, coaching, mentoring and consultation. Provide learning opportunities to promote the professional development of staff within the service.
- Pursue continuous improvement in the efficient use of resources and ensure appropriate performance management systems are in place, such as auditing, to promote the quality of work at individual and service level, including the effective management of complaints.
- Work in partnership with children, young people parents, carers, other agencies and professionals, through effective communication and consultation networks, to ensure a co-ordinated, seamless response to and to contribute to the monitoring of the overall quality of care provided across Lancashire.
- Be involved in working groups and projects as required, to act for the Children's Services Team Manager in specially delegated areas of work and to provide and undertake training

where necessary. In the absence of the Children's Services Team Manager, to take responsibility as appropriate for operational issues within the area.

Prepared by:	Children's Social Care	Date:	20.05.2022
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

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Person specification form		
Job title: Practice Manager	Grade: Scale 10	
Directorate: Children and Young People's Service	Post number:	
Establishment or team: Children's services		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
DipSW, CQSW, CSS or other recognised social work qualification and: Current HCPC registration	E	AF
Management qualification, e.g. CMS, DMS and or evidence of formal management training	D	AF
Evidence of post qualifying training	E	AF
Experience		
At least 4 years post qualifying fieldwork experience	E	AF
Experience of complex assessment work, children with disabilities, child protection of care planning and reviewing quality of services and outcomes for children young people and their families	E	AF/I
Experience of setting priorities and managing competing workload priorities	E	AF/I
Experience of working effectively with other agencies and professionals	E	AF/I
Experience of risk management	E	AF/I
Experience of working and delivering services in a culturally diverse environment	E	AF/I
Managing/supervising staff and resources	D	AF/I
Team development to ensure professional standards and procedures are met.	D	AF/I
Knowledge, skills and abilities		
Thorough understanding of legislation, policies and procedures relating to children's services and current practise initiative and standards.	E	AF/I
Clear understanding of the role of children's social work in the context of the current children and young people's services agenda	E	AF/I
Knowledge of the cultures and religions of the communities of Lancashire	E	AF/I
Ability to manage, organise and direct resources within financial constraints	E	AF/I
Ability to set work objectives and standards, to monitor performance and provide learning opportunities	E	AF/I
Ability to motivate and lead individuals and teams	E	AF/I

Ability to think creatively to resolve difficult problems	E	AF/I
Ability to liaise and build effective relationships with other services/agencies/managers	E	AF/I
Effective communication skills	E	AF/I
IT skills and the ability to record effectively	E	AF/I
Negotiation and networking skills	E	AF/I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	AF
3. Commitment to attendance at work	E	I
*Delete/amend as applicable *This is an essential car user post banded at 1199 cc (or appropriate banding). However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.		
Prepared by: Children's Social Care - Central		Date: 04/02/2019
Note: We will always consider your references before confirming a job offer in writing.		

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PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

CONFIDENTIAL

Team/Establishment	Children's Social Care
Post/Job title	Practice Manager
Description of main activities the employee will be required to undertake (or attach job description)	
Form completed by: (print name)	

A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc.</i>).	☐	☒
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i>).	☐	☒
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	☐	☒
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i>).	☐	☒
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	☐	☒
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	☐	☒
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	☐	☒
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	☐	☒

9	Food handling/preparation (of raw or uncooked food only).	☐	☒
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	☐	☒

B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	☒	☐
12	Working in isolation/lone working.	☒	☐
13	Work with electrical wiring (e.g. colour blindness).	☐	☒
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	☐	☒
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	☐	☒
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	☐	☒
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	☒	☐
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	☐	☒
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	☐	☒

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Line Manager/ Headteacher (please print)		Children's Services Team Manager	
Signature:			
Telephone Number:		Date:	04/02/2019

Directorate Core Values

Adult & Community Services Directorate	Children & Young People Directorate
We believe in putting people first – promoting independence, opportunity, protection and inclusion. Our core values are: • Everyone is unique and should be treated with respect. • Working in partnership is more effective than working alone. • People who use our services, and their carers, should be fully involved in decisions about their lives. • Everyone has a right to free access to information. • Our services should respond to the diversity of our local communities. • Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services.	We believe we can make a positive difference to the lives of children and young people. Our core values are: • the role of parents, carers and everyone who has parenting responsibilities; • what children, young people and their families want to tell us; • the power of people working together to achieve common aims; • good public service; • the richness of our diverse communities and cultural heritage; • the essential contribution which education and learning make in improving the lives of children and young people; and • the creative contribution made by children and young people to their communities.
Environment Directorate	Office of the Chief Executive Directorate
Our core values are to: • develop and maintain safe and effective transport systems; • support and protect Lancashire's people and businesses; • improve the quality of Lancashire's environment and quality of life for the people of Lancashire; • help regenerate Lancashire's urban and rural areas; and • plan a better, more sustainable future for Lancashire.	Our core values are: • governance; • corporate working; • partnership working; • community leadership; • communication; and • service delivery.
Resources Directorate	
Our core values are to: • satisfy the council's customers within the legal and financial restrictions placed on us; • support and develop our staff; • increase the extent to which we aim for, measure and improve service performance and standards; • help build strategic capacity for the county council; • maintain good governance; • support partnership working; • maintain consistency across the whole of the county council; • understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and • promote efficiency and value for money.	To help achieve these objectives, we will continue to develop a working environment where: • ideas flourish and participation is the norm; • communication, feedback and praise go in all directions; • everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do; • processes are a framework, not a straitjacket; and • managers are treated with respect and treat everyone with respect.