



LONDON BOROUGH OF  
RICHMOND UPON THAMES



Wandsworth

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Service Manager, Leaving Care	<b>Grade:</b> MG2
<b>Section:</b> Future First	<b>Directorate:</b> Childrens Services
<b>Responsible to following manager:</b> Paul Coke	<b>Responsible for following staff:</b> Team Managers – Future First
<b>Post Number/s:</b>	<b>Last review date:</b>

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

#### Specific Duties and Responsibilities

- Ensure the management of effective services for Care Leavers.
- Work to ensure that the delivery of services continuously improves the quality of life outcomes for service users.
- Operationally manage a team of managers and key staff within the service to ensure the most effective service contribution to a range of service provision.



- Continually review the operational effectiveness of the contribution of the teams to integrated multi-disciplinary pathways and plans of care and to implement required improvements
- Actively support the Head of Service so as to ensure the service complies with OFSTED Standards and other national targets.
- Liaise closely with partners and the council to champion the needs of care leaving young people.
- Support the Care Leavers council to ensure the contribution and collaboration of care leavers in the service.
- Deputise for the Head of Service as needed.
- Lead on the management of specific projects or speciality as defined within the service portfolios
- Develop the service on the basis of feedback of young people, partners and national policy initiatives.
- Contribute towards overall planning for the directorate, division and produce an annual service plan.
- Work alongside the head of service and managers to ensure that the service remains compliant with national regulatory requirements and achieves required targets.
- Have oversight of and manage budgets associated with the service.

Ensure there is effective commissioning of services for young people

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

## Person Specification

<b>Job Title:</b> Care Leavers Service Manager	<b>Grade:</b> MG2
<b>Section: Future First</b>	<b>Directorate:</b> Childrens Services
<b>Responsible to: Paul Coke</b>	<b>Responsible for:</b> <b>Team Managers – Future First</b>
<b>Post Number/s:</b>	<b>Last Review Date:</b>

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Experience/Knowledge</b>	
Experience of management experience working in a Children’s Social Care setting	
Post – qualifying experience of working with service users	A, I, T,
Experience of working with partnerships to improve service delivery	A,I,T
Experience of leading teams and motivating staff.	A,I,T
Ability to and experience in managing performance and quality assurance Experience of quality assurance systems	A,I,T



A proven track record of leading, motivating staff teams, leading through change	A,I,T
Experience of formulating strategies, policies, objectives and targets	A,I,T
<b>Skills</b>	
Evidence of continued professional, managerial and personal development acquired through degree/diploma, specialist training, management qualification and/or equivalent	
Detailed Understanding of key legislation, regulations, guidance and frameworks in relation to care Leavers	A,I,T
Good communication skills and knowledge of broad service provision and partner organisations	A,I,T
<b>Qualifications</b>	
Post graduate diploma or equivalent experience	C
Recognised registered professional qualification in, Social Care	C
Registration with HCPC/Social Work England	C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**