

Family Group Conference Lead

Grade 10

About the Service

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system.

About the Role

To ensure Family Group Conferences (FGC) are delivered in accordance with Policies and aims of Family Group Conference Service.

To promote and develop Staffordshire's Family Group Service as part of a team within a framework of equality of opportunity

Reporting Relationships

Responsible to: Edge of Care Manager

Responsible for: Family Group Conference Conveners

Key Accountabilities:

1. Provide leadership and management across the county wide FGC Service directing operations, overseeing development and performance of all staff, associate members and providers within the service. To ensure that children and families in the county who require Family Group Conference services are responded to in a timely and efficient manner.

2. Ensure a coordinated approach to safeguarding and Child Protection is adopted across the range of services provided in accordance to current legislation and guidance.
3. Work with the district teams, Intensive Prevention Services, Targeted Services, Disability Services, ensuring that children and families get the right support, at the right time from the right professionals.
4. Ensure that a thorough understanding of the County is developed and that the service design and delivery is based on customer's needs.
5. Implement change across the service ensuring the service is responsive to the needs of the customers.
6. Organise, negotiate and co-ordinate the delivery of services to effectively trade to external partners.
7. Develop, sustain and manage an effective trading portfolio.
8. Develop networks and key working partnerships with external local authorities and other bodies to promote the service and maximize potential trading opportunities
9. Handle disagreements and conflicts which may emerge between services, and to manage complaints and compliments at Stage 1 in line with the current procedure.
10. Ensure an outcome-based model of performance is adopted and that delivery is in line with appropriate national standards, targets and indicators and implement arrangements for monitoring, reporting, inspection, quality assurance and best value practices across the Service.
11. Ensure ICT systems are utilized effectively and in accordance with data protection and safeguarding protocols and procedures.
12. To ensure that the voice and needs of children, young people and parents are at the fore front of working.
13. Overseeing all referrals to the service, allocating work to all team and associate members, managing workloads and authorising

closure or transfer of referrals, as appropriate, managing the performance of the team and the individuals within it.

14. Providing supervision, professional advice and guidance to associate providers and where appropriate team members as required and in line with policies and procedures

15. Participating in task groups, working parties and multi-agency working groups, etc., both within the Directorate and with outside agencies, representing the Team/Directorate as required.

16. Managing sickness absence in accordance with the County Council's policy.

17. Availability to work out of hours on an occasional basis, evenings and weekends

18. Undertake any other reasonable duties commensurate with the grade and nature of the post

Person Specification

Qualifications/Professional membership

- CQSW/DipSW/relevant Degree or equivalent experience and understanding Family Group conference principles, methodology, completed the training and have extensive experience of undertaking Family Group Conference
- A relevant professional/management qualification and/or evidence of relevant management training
- Registration with Social Work England

Knowledge and Experience

- Substantial post qualifying experience of working in services to children and families.
- A proven track record in professional management experience.
- Proven experience of successful inter-agency work building relationships and trust.
- Experience of partnership working and integrated service delivery.
- Demonstrable experience of successfully leading, managing and motivating a high performing team.
- Proven ability to embrace innovative practices and developments, lead change, change culture and pilot new initiatives.
- To have an understanding of the needs facing Children, Young People and Families.
- Working knowledge of finance and budget management.
- A sound knowledge of policy and procedures in relation to the care and protection of children and
- Safeguarding including assessment procedures and planning processes.
- Knowledge of legislation in respect of Children's Welfare and Safeguarding, national reviews and proposed changes to public services, Every child Matters, Children Act and its context;
- Knowledge and understanding of appropriate education legislation such as The Education Act 1996.
- Ability to make sound judgements and risk assessment based on analysis of the relevant facts in crisis situations.
- Evidence of ability to manage risk appropriately

Skills

- Proven leadership qualities and the ability to inspire and motivate.
- effective inter-personal skills with proven ability to develop and sustain effective relationships and promote customer care.
- Effective analytical, presentational and communication skills, both verbal and written.

- Knowledge of systems and processes to facilitate improvement in service quality and performance.
- Ability to make sound judgments based on the analysis of relevant facts
- Ability to work under pressure and meet competing deadlines.
- Ability and experience of using IT systems
- Willingness to undertake further training and development as required.
- Ability to travel to various locations as required both within Staffordshire and outside of the County (special arrangements can apply for people with disabilities).

This post is designated as a casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.