

Job Description

JOB TITLE:	Group Manager Regulatory Service and Resources
GRADE:	M
POST NUMBER:	
DIRECTORATE:	Children's Services
SERVICE:	Regulated Service and Resources
RESPONSIBLE TO :	Service Manager, Regulated Service and Resources
RESPONSIBLE FOR:	Fostering Development team managers (x2), Edge of Care team managers x2 and x1clinical lead, Fostering Reviewing Officers x2 and their operational services.
	This post requires a DBS check - Enhanced with Barred list check (Both Adult and Child Workforce) This post is not politically restricted
JOB SUMMARY:	To provide management and operational oversight of resources and regulatory teams, with a particular focus on fostering and edge of care, ensuring safe, effective and high-quality services for children, young people, families and carers. The postholder will support the Head of Service in ensuring statutory, regulatory and safeguarding responsibilities are met and that services contribute to improved placement sufficiency, permanence, stability and outcomes for children. The role will provide operational leadership, quality assurance, performance oversight, workforce development and resource management across delegated areas of responsibility, including oversight of the Section 23 budget and contribution to service improvement, inspection readiness and strategic development. The postholder will represent the service on local and regional matters relating to fostering, edge of care, resources, placement sufficiency and service development, working collaboratively with internal and external partners.
ROLE REQUIREMENTS:	

1.	To manage and provide operational oversight of resources and regulatory teams, with a particular focus on fostering and edge of care, ensuring services are delivered in line with statutory duties, regulatory requirements, safeguarding expectations and council priorities.
2.	To manage the recruitment of staff as required, acting in accordance with agreed personnel procedures.
3.	To provide effective leadership to managers and teams across delegated areas, including workforce planning, supervision, professional development and a culture of high support and high challenge.
4.	To maintain and apply expert professional knowledge of fostering, children looked after, edge of care, childcare legislation and relevant statutory guidance in the management and delivery of services.
5.	To assist the Head of Service in providing strategic oversight of delegated service areas, including fostering, edge of care, placement sufficiency, resources and regulatory functions.
6.	To advise the Head of Service on policy, practice, operational, financial and strategic issues in relation to delegated service areas.
7.	To review, monitor and contribute to policies, procedures, pathways and practice standards within the service area, recommending changes as necessary.
8.	To support the service's inspection readiness through effective oversight, quality assurance, audit activity and timely reporting.
9.	To provide advice, guidance and management oversight in order to help resolve complex fostering, placement and edge of care issues.
10.	To support robust quality assurance, audit, performance management and service improvement arrangements, with clear oversight of risk, compliance, practice standards and placement stability.
11.	To produce, present and contribute to a range of written reports, including committee, board-level and senior management reports.
12.	To ensure services and resources provide safe, suitable and culturally responsive care for Tower Hamlets children, with

	explicit regard to anti-racist, anti-discriminatory and inclusive practice.
13.	To ensure managers and staff have clear objectives, regular supervision and annual performance reviews that align with service and directorate plans.
14.	To ensure that teams perform competently, meet required practice standards and respond effectively to requests for support, guidance and decision-making.
15.	To undertake project work, service improvement activity and regional development work on practice or corporate issues as required.
16.	To advise the Head of Service on policy, practice and operational matters in relation to fostering, edge of care, placements and resources across the service.
17.	To act within Tower Hamlets' policies in matters of discipline, grievance, discrimination and health and safety at work.
18.	To deputise for the Head of Service as appropriate.
19.	To act as duty cover for colleagues and support effective service continuity as required.
CORPORATE RESPONSIBILITIES	
20.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
21.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
22.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
23.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
24.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
25.	Deputising if / where applicable

PEOPLE	
26.	To organise the monitoring of contracts with care providers including liaison with other London Boroughs through the Pan-London Contracts
27.	To manage the teams within a multi-disciplinary and inter agency framework.
FINANCE	
28.	To monitor budgets and operate a sound professional service with the resources allocated, and to ensure that the services commissioned are of high quality and provide best value.
29.	To authorise payments to users within permitted delegated powers and to comply with the Council's financial regulations at all times.
30.	To inform the Service Manager about spending, actual and projected, on different forms of care provision and to recommend appropriate corrective action as and when required.
SERVICE	
31.	To monitor and review the performance management frameworks within the teams. This to include the use of appraisals, supervision and quality assurance systems.
32.	To ensure the efficient implementation of departmental strategic procedure and policy through the implementation and development of appropriate procedures and guidance.
33.	To be responsible for the achievement of all performance indicators and targets within the control of the post and contribute to that of the service, report on these regularly.
PERFORMANCE	
34.	To monitor patterns of need, patterns of provision, gaps in provision etc and to assist in the formulation of ideas with regard to policy and action to address these needs. To be responsible for recommending and implementing the required policy and action to CSMT and other appropriate lines of management.

35.	To contribute to the maintenance of a central computer system for dealing with referrals, case recording, financial control, management planning and all related activities.
36.	To initiate and direct projects and activities within the service area as appropriate.
37.	To maintain a database with information about placement resources, and assist in the general collection of statistics as required (of Department of Health and other relevant bodies).

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	Thorough knowledge and understanding of the statutory duties and responsibilities contained in all relevant legislation particularly the Children Act 1989, Care Standards Act 2000, National minimum standards for Children's Homes, fostering standards and the subsequent amendments and regulations and Adoption Children Act 2002.	E	A/T/I
	Thorough knowledge and understanding of the current national and professional practice issues in relation to	E	A/T/I

	children looked after and their families. Knowledge and understanding of working with black and minority ethnic communities and developing services to meet their needs. Knowledge of the relevant child care legislation, guidance and regulations in particular in relation to children's placements.	E E	A/T/I A/T/I
Qualifications & Experience	SWE, DipSW or other GSCC recognised social work qualification. A current SWE certificate will be a condition of appointment and a condition of employment for all staff working in a qualified social work role. Substantial experience of statutory child care work, of which at least 3 years will have been as a manager. Experience of multi-disciplinary working at a strategic and case specific level. Formal supervisory experience. Experience of policy development. Experience of managing performance to ensure delivery of a high quality service. Comprehensive experience of budget management and projections.	E E E E D E D	A/T/I A/T/I A/T/I A/T/I A/T/I A/T/I A/T/I

Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Builds effective alliances with a wide-range of stakeholders and partners to achieve better outcomes.	E	A/T/I
	Visible, approachable and takes steps to shape a positive working culture across the council and with partners.	E	A/T/I
We are OPEN and transparent	Thinks about the people they communicate with and adjusts their style accordingly.	E	A/T/I
	Facilitates the change required for the team and others to be connected to on-going service requirements.	E	A/T/I
We are WILLING to challenge, innovate and be accountable	Creates a culture of learning, to build capacity and manage talent internally.	E	A/T/I
	Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others.	E	A/T/I
We empower each other to be EXCELLENT and go the extra mile	Delivers to clear objectives, expectations and roles to motivate their team towards delivering the vision, as well as inspiring their team to achieve their best.	E	A/T/I
	Promotes well-being at work and checks-in with team members, signposting to support where needed	E	A/T/I

We RESPECT all communities; they are the heart of everything we do	Uses customer feedback to actively improve customer outcomes and the way services are delivered.	E	A/T/I
	Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service.	E	A/T/I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	E	A/T/I
	To comply with the requirement to carry out a DBS check on this role.	E	A/T/I

Health and Safety responsibilities for: Managers and Supervisors Job Descriptions

Health and safety responsibilities include:

- being familiar with health and safety policies and procedures
- setting a positive example
- communicate health and safety policies and procedures to staff
- carry out, review and share risk assessments
- consider work-related violence, abusive or threatening behaviour in the planning and development of safe working systems and procedures
- ensure adequate first aid provision
- holding staff accountable
- ensuring staff receive adequate information, instruction, training and supervision

Appendix 3: Health and Safety responsibilities for: Managers and Supervisors Job Descriptions (cont)

- cooperate with trade union/safety representatives and attend relevant meetings
- ensure work-related accidents/incidents are reported and investigated in line with procedures.

Appendix 3: Health and Safety responsibilities for: Staff Job Descriptions

Health and safety responsibilities include:

- always ensuring that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy.