

## JOB DESCRIPTION

<b>Job Title</b>	Team Manager
<b>Responsible to</b>	Assistant Director
<b>Responsible for (if applicable)</b>	Peel and South West Team

### Overall Purpose

To take a high profile leadership role in the development of services and management of the team in the Peel and South West regions. To provide appropriate levels of line management, supervision, support and training to the team to ensure that high quality, culturally responsive practice in line with Key Assets Vision and Values.

### Core Tasks

- To act as Key Assets WA senior officer in the Peel and South West regions taking a lead responsibility for the provision of a range of high quality, child safe, culturally responsive services integrated into the community, in partnership with other agencies.
- To be an active and visible management presence in the two regions with Key Assets staff, the Department of Communities, and other agencies.
- To take a lead role in the development of the Fostering Service in the regions. This will include sharing responsibility for local recruitment and assessment with the Team Manager Recruitment and Panel.
- To share responsibility with the Team Manager Disability Services for the management and development of Key Assets disability services in the regions.
- To take the initiative in identifying and responding to new business opportunities in the region, with the support of the Director/ Assistant Director.
- To build a close and effective working relationship with local agencies including the Department of Communities. To lead in developing and managing the formal partnerships between Key Assets and local Aboriginal Community Controlled Agencies.
- To actively engage with the local community, working through local networks and with local organisations to raise the profile of Key Assets and identifying opportunities for joint working.
- To carry a small caseload if required and work directly with carers.
- To take responsibility for the collection and reporting on key outcome and output data, with the support of the Assistant Director.
- To assist with the preparation and timely completion of required contract reporting.
- To ensure the provision of a foster care service compliant with Key Assets and Departmental policies and standards, including in the assessment, training, and supervision of Carers.
- To participate in the recruitment of staff and take responsibility for the induction of new staff. To provide, or ensure the provision of, professional supervision to all

staff in the team.

- To provide line management and professional supervision to the Peel And South West teams
- To chair relevant meetings, both internally and externally, as required.
- To ensure that best practice is maintained in all cases and at all times and that all Key Assets services are culturally responsive and child safe. This will include risk assessment and safety planning as required.
- To participate in the Key Assets WA Leadership Team sharing responsibility for business planning, strategic planning, budget and operations management.
- To work closely with the Assistant Director to ensure that the team is appropriately resourced, managed and supported
- In conjunction with the Assistant Director to monitor the compliance in relation to Placement Agreements, Care Plans, Carer Reviews, Carer Supervision, WWC checks, required medicals and driving licenses are up to date and on file.
- To participate in any investigation of abuse or neglect or other critical incidents or complaints as required.
- To take a lead role in the professional development and training of team members and of Carers. To participate with partner agencies in the professional development of their staff.
- To participate with the Director in the management of the budget for the regions.
- To ensure all required records are kept and stored on the company data base.
- To ensure that children and young people's opinions and those of significant others are sought over all issues which are likely to affect their daily life and their future and that they are aware of how to raise any concerns or complaints.
- At all times to ensure the safety of children is a paramount consideration in decision making and service delivery.

### **Additional Duties**

- To undertake out of hours duty on a rostered basis.
- The post holder will be expected to demonstrate the Key Assets' values
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment

- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

**It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.**

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	

**PERSON SPECIFICATION**  
**Team Manager**

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<b>Essential/ Desirable</b>	<b>Shortlisted Criteria</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
<b>Education/ Qualifications</b>						
<ul style="list-style-type: none"> <li>Hold a Social Work qualification as recognised by the Australian Association of Social Workers or equivalent body</li> </ul>	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>Be registered or eligible for registration with recognised body.</li> </ul>	Essential	✓	✓	✓		✓
<b>Experience/ Training</b>						
<ul style="list-style-type: none"> <li>Must have a minimum five years' experience as a qualified social worker in a children and family setting of which two years must have been gained working in child protection and/or out of home care.</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Evidence of significant management and supervisory experience</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>To be able to evidence an understanding and practical application of the use of IT and electronic communications, including the use of Microsoft Office</li> </ul>	Essential	✓	✓		✓	
<ul style="list-style-type: none"> <li>Experience of working with Foster Carers</li> </ul>	Desirable	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience of completing Assessments of Foster Carers</li> </ul>	Desirable		✓			
<ul style="list-style-type: none"> <li>A proven ability to produce a high standard of report writing</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Experience in community development</li> </ul>	Desirable	✓	✓	✓		
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>Able to be confident in exercising initiative and acting independently while seeking guidance when required. Self-starter with the ability to work with a degree of autonomy.</li> </ul>						
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, with a diverse client group, and with staff at all levels, recognising potential language barriers and cultural differences</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a complex, culturally sensitive environment</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work across a number of different services, terms, conditions and processes simultaneously</li> </ul>	Essential	✓	✓	✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
• Ability to think quickly and act appropriately to business need	Essential		✓	✓		
• Ability to work respectfully in partnership with other agencies, internal and external departments, and training providers	Essential			✓		
• Ability to work with cultural advisors to ensure that training material and delivery methods are culturally relevant	Essential			✓		
• Demonstrated reliability, flexibility and dependability	Essential			✓		
• Ability to create a positive working environment where people have the opportunity to reach their potential	Essential			✓		
• Ability to maintain confidentiality	Essential	✓	✓	✓		
• Ability to work under pressure and handle changing priorities	Essential		✓	✓		
<b>Miscellaneous</b>						
• A commitment to Equal Opportunities and OH&S in all work practices	Essential		✓	✓		
• A comprehensive working knowledge of all relevant legislation pertaining to children's services as well as publications which inform current thinking regarding best practice and the Safeguarding of children	Essential		✓	✓		
• A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander people, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds	Essential		✓	✓		
• A commitment to providing a professional and quality service	Essential			✓		
• Ability and willingness to travel, including occasional nights away may be required within WA and possibly Interstate.	Essential			✓		
• Ability and willingness to work flexibly including, early morning and evening work as necessary	Essential			✓		
• Must possess a full current driving license relevant to the state this role is based.	Essential	✓	✓			✓
• To be confident dealing with people in sometimes stressful/ difficult situations or remotely	Essential			✓		
• Be prepared to seek advice where necessary	Essential			✓		

**Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.**

**Signed by Job Holder:**

<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	