

POST TITLE	TEAM LEADER (JUSTICE)
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	SAFER AND STRONGER COMMUNITIES
RESPONSIBLE TO	SECTOR MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	

### PURPOSE OF JOB

To be accountable to the Sector Manager for the management, professional oversight and organisation of a team offering an integrated range of social work services, responding to domestic abuse;

To provide professional leadership, support and direct supervision to the team who deliver services across the City of Edinburgh Council working with men, women and children.

### THE WHAT - MAJOR TASKS/JOB ACTIVITIES

#### Quality and Performance

- To ensure provision of high quality services to service users, the public and other stakeholders in line with National Outcomes and Standards for Social Work Services in the Criminal Justice System, Scottish Social Services Council professional standards and council policy and procedures
- To monitor the team's performance and make improvements where required
- To ensure the most effective and efficient use of resources, managing team workload through management of staff, client services, finance administration and information systems, ensuring service delivery aligns with council and government priorities in relation to the delivery of criminal justice social work services
- Ensure provision of duty arrangements for criminal justice social work services at a local level
- Participate in the selection and appointment of staff in Community Justice Services
- Ensure service users' experience contributes to the development of quality services through case reviews, exit surveys and providing access to the council's Advice and Complaints Service.

#### Risk Management

- To contribute to public protection, working in partnership with key agencies to assess and jointly manage the risk posed by offenders, particularly those assessed as presenting risk of serious harm, identifying shared resource to respond safely to improve women and children's safety

- To provide professional supervision and leadership, facilitate training, development and provide support to staff, in accordance with the council's Performance framework
- Ensure that all team members are aware of, are trained in and follow all procedures in respect of offender risk assessment, children and adults at risk of harm
- Convene and chair risk management case conferences, contribute to the multi-agency public protection arrangements in accordance with the National Guidance and other local multi arrangements risk management forums, to manage and reduce risk to women and children
- Ensure effective communication between team members and partner agencies, maintaining good professional relationships, appropriate information sharing including timeous recording on systems
- Providing the Sector Manager or other senior staff with information in circumstances in which it might have wider implications for the council, partner agencies, the public and the media.

### **Staff supervision**

- Ensure team supervision adhering to council policy including one-to-one and annual conversations
- Provide professional leadership and support to and direct line management of workers in the team
- Ensure training needs within the team are identified and that staff have access to training, development and support as required
- Implement council policy in respect of managing performance, staff absence, grievance, disciplinary and unfair treatment matters
- Undertake investigations out with the team in respect of disciplinary, grievance and unfair treatment procedures as required.

### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- Recognised social work qualification and registration with the Scottish Social Services Council
- Candidates are required to join the PVG Scheme/ undergo a PVG scheme update prior to a formal offer of employment<sup>1</sup>.
- All applicants are required to undertake Non-Police Personal Vetting (NPPV) to level 2 or level 3 as required in order to access the Violent and Sexual Offender (ViSOR) database.
- Comprehensive knowledge of domestic abuse, the assessment and management of risks in this context and an ability to lead the team in systemic multi agency practices and decision making, in cases where there is considerable risk to women and children
- Ability to assess complex information, to provide leadership to the team and others in developing consensus on risk management, able to take a lead role in monitoring and reviewing risk, ensuring the provision of safe and robust responses to domestic abuse including multi-agency planning

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<sup>1</sup> This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007

- Ability to manage complex team workload demands in a way that meets service priorities while maximising the diverse skills, experience and developmental needs of team members
- Ability to develop and maintain relationships with a wide range of partners and stakeholders, to promote effective joint working including Police Scotland, children's services and health staff.
- Ability to lead and manage staff, respond to changing professional and organisational expectations in an effective and supportive manner, induce staff confidence, supporting, enabling and encouraging the team to provide good quality standards of care and service provision.
- Professional authority to investigate and report on complex issues in relation to disciplinary, grievance and unfair treatment processes and investigate and resolve service user complaints
- Make decisions regarding priority use of resources across the team, whilst ensuring adherence to national and local standards and departmental policies, practices and procedures.
- Knowledge, skills and experience to contribute to developing council wide responses to domestic abuse
- Understand when to refer to Sector Manager and other senior staff as appropriate when serious, high-profile or politically sensitive matters arise from the team's work

#### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- Regular exposure to individuals in distress, in crises and engaging in self harming behaviours, and exposure to verbal aggression and hostility that requires staff resilience in assessing and responding to these
- Providing regular support and guidance to staff who may be negatively impacted by trauma work.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- The post holder will be required to line manage senior social workers up to a total maximum of 8.

#### **RESOURCES**

- Authorisation of payments to persons in need within agreed departmental limits.
- The post will be responsible for a range of office equipment and will update and maintain data.

#### **HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and

- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).