



Role Profile

Team Manager (Social Work)

Reference No:	A4380		
Service:	Various		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC10

Purpose

To manage a team delivering personal outcome focussed assessments.

To ensure that relevant statutory duties in relation to delivery of services are carried out.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Monitoring the use and arranging the deployment of resources in order to ensure the most effective and efficient delivery of service to facilitate rapid decision-making within the overall context of resource allocation and to ensure that decisions reflect client choice as well as Council policy.

Prioritising resources and service delivery in accordance with levels of risk and need.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E	D
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Educated to SCQF level 9, which includes a Degree or equivalent professional qualification in Social Work

✓	
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Member of Scottish Social Services Council

✓	
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Extensive post qualifying experience in relevant field

✓	
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Experience of managing work in relevant discipline

✓	
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Management training/qualification

	✓
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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Ensuring that all staff under line management control are inducted into the service and receive adequate supervision and training for the task.	Management experience		✓
Monitoring training, to ensure that needs are met within the context of the job remit of the member of staff and the needs of the service.	Team development skills	✓	
	Communication skills	✓	
Monitoring the performance of the team and its individual members, to ensure that the highest quality of service is being provided to service users within the Council's standards and frameworks.			
Carrying out work associated with the specific client group and permanency planning.	Child Protection Certificate (if appropriate)	✓	
	Post Graduate Award		✓
Managing and monitoring a devolved budget.	Financial Skills	✓	
Investigating and resolving complaints from various sources.	Experience of managing complaints	✓	
Contributing to the development and modernisation of services. Participating in service planning and evaluation to ensure developments reflect assessed needs.	Presentation skills	✓	
Developing new services and resources in line with national developments and Council priorities.			
Liaising with other professionals, voluntary groups, independent sectors in the area, ensuring effective working relationships are established and maintained.	Chairing complex inter-agency meetings	✓	
	Experience of working with other agencies	✓	
Acting, where appropriate, as the responsible officer under Health and Safety legislation ensuring risk assessment are carried out and all staff are aware of the policies and procedures.	Knowledge of Health and Safety issues (including risk assessments)	✓	
	IT skills	✓	

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	Experience of Data Collation and Information Management		✓
Carrying out formal supervision of staff on a six weekly basis, but can be more frequent if necessary.	Supervisory skills	✓	
	Appraisal skills	✓	
	Recruitment and selection experience	✓	
	Knowledge of impact of stress		✓
	Knowledge to manage stress pro-actively		✓
Allocating cases for assessment.	Assessment skills	✓	
Managing the provision of social work services under relevant legislation and service policy and procedure.	Knowledge of relevant legislation, local/national policies, procedures and practice issues	✓	
Managing and providing a high quality service and ensuring resources for the client's future care are available to meet their future care needs.	Knowledge of child development, attachment, therapeutic approaches in childcare if appropriate	✓	
	Quality Improvement Agenda	✓	
	Inclusive approach to anti-discriminatory working	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protecting Vulnerable Groups (PVG) Scheme, Disclosure Check or Non-Police Personnel Vetting (NPPV) required:				
Before appointment is confirmed: You may be required to obtain PVG scheme membership, a Disclosure check, or NPPV at a minimum of Level 2. Please refer to the job advert for the specific requirement.				
Additional Information – the following information is available:		Expected Behaviours		
- Skills Framework (if applicable) How we work matters		Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.		

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