



# Role Profile

## Team Manager - FGDM

Reference No.	A4961	Type	Individual
Service	Community Social Work		
Job Family	Team Manager 3	Grade	FC10

### Purpose

To create, develop and implement a new Family Group Decision Making Service within and across social work services.

To implement the FGDM Service as part of the transformational change agenda in Fife which addresses risk and need, across the life span, through prevention and early intervention practices which avoid crises within individual families and communities.

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

Developing and implementing a new Family Group Decision Making Service to ensure that all options for the care of children, adults and older people within their own family or community are considered, enabling the family to make a plan for the individual, having due regard for the individual's best interests and safety.

Leading, developing and monitoring resources and performance of the Family Group Decision Making Service within the community, to achieve best engagement of families in the process of decision making about their family member.

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

Educated to SCQF level 9, which includes a degree or equivalent professional qualification in Social Work  
 Hyperlink to the SCQF Framework

[www.scqf.org.uk/framework-diagram](http://www.scqf.org.uk/framework-diagram)

Member of Scottish Social Services Council

Extensive post qualifying experience in relevant field

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E = Essential Criteria D = Desirable Criteria

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Liaising and communicating with staff and senior managers across a multi-agency partnership to embed and promote the ethos of Family Group Decision Making across Fife	Extensive experience of managing work in the FGDM discipline  Accreditation in Family Group Decision Making  Experience of working with other agencies and ability to communicate effectively with professionals at all levels	√   √	
Developing policies, processes, and procedures in respect of the Family Group Decision Making Service	Knowledge of the values and ethos of FGDM	√	
Evaluating and monitoring the effectiveness and efficiency of the service	Analytical skills and experience of data collection and information management		√
Developing new services and resources in line with National and Council priorities	Ability to work within a strategic framework		√
Contributing to the development and modernisation of services and participating in service planning and evaluation to ensure developments reflect assessed needs	Presentation skills	√	
Liaising with other professionals, voluntary groups and independent sectors in the area, ensuring effective working relationships are established and maintained	Experience of working with other agencies	√	
Recruiting, induction and training of new staff to the Family Group Decision Making Service	Management skills  Recruitment and selection skills		√  √
Ensuring that all staff under line management control receive adequate supervision and training for the task	Supervisory skills  Appraisal skills	√  √	

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	Knowledge of impact of stress		√
	Knowledge of managing stress pro-actively		√
Monitoring the performance of the team and its individual members, to ensure the highest quality of service is being provided to service users within the Council's standards and frameworks	Performance management/ team development skills	√	
Managing and monitoring budget allocated to the service	Financial skills	√	
Managing and prioritising resources in accordance with level of need			
Organising and delivering Family Group Decision Making meetings for children, adults, and older people within the community	Accreditation in FGDM Experience in planning and delivery of FGDM meetings	√	
Acting, where appropriate, as the responsible officer under Health and Safety legislation ensuring risk assessments are carried out and all staff are aware of the policies and procedures.	Knowledge of Health and Safety issues and risk assessment processes	√	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	E	D
<b>Job Title (Specialists Tasks)</b>			

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

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.