

Wolverhampton City Council
Role Profile Description
PSWSB50

Date	June 2010
Family	Personal and Social Wellbeing (School Based)
Role Profile Level Number	50
Purpose	
To assist in the management of the day to day delivery of the service, to promote the independence and wellbeing of service users; this may include managing a small, complex caseload. To promote independence and wellbeing.	
Role Accountability	End Result
Case Management	
Determine progression of complex cases and monitor case advancement by other staff.	<ul style="list-style-type: none"> Cases are progressed in line with quality, national and legislative standards
Budget	
Assist manager the planning and control of delegated budget for specific areas.	<ul style="list-style-type: none"> Manager provided with accurate information in order to inform budget decisions
People and Performance Management	
Manage the performance of staff through professional supervisions	<ul style="list-style-type: none"> Delivery of services to required internal standards Meeting of quality, national and legislative standards HR policies/procedures adhered to
Monitor and review contracted services for individual service users.	<ul style="list-style-type: none"> Service delivered to standards
Organise and authorise deployment of staff.	<ul style="list-style-type: none"> Delivery of appropriate support for service users Allocation of work Interventions are delivered by appropriately qualified individuals in line with legislative requirements

Organise the training and development needs of individual staff.	<ul style="list-style-type: none"> • Improvement of individual performance • Facilitation of career progression within the service • Increased pool of experienced and qualified resource within the service
Assessment/Risk Management	
Conduct assessments in particularly complex or high risk circumstances.	<ul style="list-style-type: none"> • Determine any safeguarding/wellbeing issues that exist or that may develop • Take action to respond to any identified safeguarding/wellbeing issues • Increased protection of vulnerable people and ensured safeguarding procedures are followed
Assess and manage the risk associated with team cases.	<ul style="list-style-type: none"> • Day to day prioritisation of casework
Service Development	
Contribute to the development of service planning within the service.	<ul style="list-style-type: none"> • Optimum use of available resources • Improved quality of service and efficiency
Relationships	
Represent the service in liaison with other agencies and disciplines in order to reach decisions.	<ul style="list-style-type: none"> • Integrated approach between agencies • Improved effectiveness and efficiency in service delivery
Nature of Contacts and Relationship (who and the nature of the communications)	
<ul style="list-style-type: none"> • Managers and practitioners working in partnership organisations and departments and other agencies 	

Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • Office based and managing some diverse locations • May involve dealing with challenging behaviour • May involve visiting people in their homes • Likely to involve disruption to planned work • Likely to involve lone working outside core hours
Procedural Context (creativity, discretion, impact)
<ul style="list-style-type: none"> • Authorise deployment of staff • Sign off decisions relating to high-risk issues • Operation decisions
Planning Requirement
<ul style="list-style-type: none"> • Developing and implementing team plan and contributing to business and service planning
Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • Typically manage professional staff as direct reports • Assist in planning associated budget
Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> • Degree or equivalent professional qualification in practice • Management and supervision experience • Expert knowledge of service area • Working knowledge of relevant legislation
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> • Computer – basic ICT skills, use of MS Office package