

Post Specification

Date	February 2023
PG Number	7097
Post Title	Global Resettlement Scheme Team Manager
Job Family	People Care and Development
Job Family Role Profile	PCD12i
Final Grade	Grade 13 (inc JWC's)

To be read in conjunction with the job family role profile

Service Area description	
The Global Resettlement Programme sits within the Corporate, Customer and Community Services Directorate. The Programme is funded directly by the Home Office and is concerned with the resettlement of families and individuals who are recognised as refugees by the United Nations.	
Purpose of this post	
To plan and oversee the operational service within geographical areas of the county. To supervise teams delivering support packages to resettled families and individuals using the Early Help Assessment/Plan/Team Around the Family. Organising, allocating and coordinating work of groups of employee's, volunteers as well as contractors and partners. Promoting best practice, service development and monitoring, working with a range of providers both internal and external.	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. Supervising, planning, organising, allocating and coordinating the work of groups of employee's, volunteers as well as contractors/partners in allocated LA Districts. 2. Undertaking evaluation, monitoring and reviewing of case information, including Early Help and risk management. 3. Monitoring, reviewing and verifying programmes of work both internal and external against set standards, including preparing reports. 4. Lead on effective partnership internal and external including community and voluntary groups. 5. Planning work and resources allocation and controlling the delivery of operational services within allocated districts. 6. Contribute to service improvements and development 7. Reporting comprehensive and accurate information and observations both orally and through preparing reports. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • Management of group of staff and volunteers
Other	<ul style="list-style-type: none"> • The ability to travel independently around the designated area and County to undertake duties. • Attendance at county meetings and training in other areas. • The ability to work flexibly outside of normal office hours.

- The ability to deal sensitively and confidently with people at all levels and have excellent communication skills.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ4).
- Experience of management and supervision
- Significant experience and working knowledge of the Early Help Assessment process the Early Help Module and the delivery of Signs of Safety
- Good knowledge of service area and understanding of expectations in relation to refugee resettlement
- Expert breadth and depth of knowledge regarding the service and relevant legislation, policy and guidance
- Thorough understanding of own area and able to give considered advice, both within and outside the organisation.
- Ability to forward plan both short and long term and respond to change.
- Significant experience of working with families, communities and multi-agency partnerships
- Good interpersonal skills, including negotiating, conciliating, people management and motivational skills.
- Ability to influence people to change behaviours and circumstances.
- Knowledge of Health and Safety and similar procedures and policies and their application to the work area.
- Practical experience in workplace with vulnerable adults and young people, to understand risk and safety hazards.
- Knowledge of how best to deal with and refer emergencies and non-standard cases.
- Experience of collating information, planning, review and development.
- ICT competent and relevant skills for work area.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.

The level of check required is: DBS Enhanced - Children

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Working with people who may be distressed / disadvantaged, display PTSD and physical injuries. Role will deal with distressing situations.
Physical Demands	<ul style="list-style-type: none"> • Occasional due to handling luggage
Working Conditions	<ul style="list-style-type: none"> • Working in homes with families • May experience abusive and / or aggressive behaviour

Other Factors

- Requires the ability to travel around designated area to undertake duties.
- May occasionally be required to hold a very small case load.
-