

ROLE PROFILE

Job Title	MASH Manager
Barnet Band & scale range	M
Reports to	Head of Service
Service area	Intake & Assessment
No. of staff responsible for	6
Budget responsibility (£)	None

Purpose of Job

- To ensure that the risk of significant harm is swiftly identified and appropriate safeguarding action taken on all child protection referrals coming into the authority.
- To manage a high quality and effective MASH ensuring that contacts for all children and young people are progressed in a timely and proportionate manner and within statutory guidelines, ensuring at all times that children are safeguarded and their welfare is promoted.
- To take a lead role in the effective delivery of a MASH ensuring effective partnership working to identify children at risk and in need and to ensure those children are passed to agencies delivering help swiftly.

Key accountabilities

Screening & Duty arrangements

Outcome: Effective delivery of the service to respond to contacts and referrals swiftly

- To manage the MASH Team ensuring that all incoming work is dealt with efficiently and that children's needs are assessed in line with statutory timescales.
- To delegate tasks to staff in the service as appropriate and to provide a senior consultative role on cases as requested.
- To establish systems and processes which enable the smooth and transparent running of the MASH
- To make initial decisions about thresholds for intervention and safeguarding concerns based on complex information about children in order to allocate cases.

- To undertake risk analysis based on complex information.
- To initiate initial assessments in order to safeguard children in line with the statutory framework and requirements of the London Child Protection Procedures.
- To ensure that children are safeguarded, and that the service provides effective risk management and partnership collaboration.
- To organise and ensure compliance to a rota for duty visits and activities ensuring a safe, effective and efficient service
- To ensure the efficient running of the service, and maintain a structure and clear systems in the context of a highly pressurised environment.
- To maintain an up to date working knowledge of legislation, statutory frameworks and codes of practice relevant to the work of the department. This knowledge to be applied to ensure the work of the department is carried out in accord with required practice.

Management Responsibilities

Outcome: To manage and supervise Family Services staff in the MASH

- To direct staff on duty by providing clear advice and guidance about immediate casework issues.
- To supervise activities of staff on duty ensuring that there is an appropriate response to contact and referrals about children and their families and ethos of customer service.
- To provide a consistent management presence from 9-5 on a daily basis except for leave, sickness and other appropriate absences from the office.
- To inform senior managers of all relevant factors relating to the work of the department.
- To communicate effectively with staff from Duty & Assessment Service and with other managers within the service.
- To provide line management to Social Workers on duty including monitoring and direction of cases in the service, ensuring high quality screening, analysis and referral activities.

Accountability

Outcome: To be fully accountable for the work of the duty service within the MASH

- To ensure that systems and procedures are in line with Government, statutory and London Safeguarding Children procedures.
- To ensure that screening activity is focused and makes use of evidence of risk and need about which can be demonstrated in case records.

- To establish and maintain systems to collate relevant statistical data and management information about the MASH.

Partnership with other agencies

- Outcome: To ensure that staff within the service work purposefully with other agencies within the partnership to promote positive outcomes for children and their families
- To ensure that staff within the service have a good understanding of the roles and responsibilities of key agencies within the partnership
- To ensure there is good communication with co-located and key agencies, particularly police, probation and health services by forging effective working relationships.
- To ensure that for each case, the appropriate agencies are involved in screening and risk analysis.
- To establish clear links with Family Services and to establish systems and processes to ensure an effective interface between the component service delivery operations
- To model a child centred and outcome focused approach to all issues.
- To advise on high level complex and contentious issues which could potentially have profound implications for the Council.
- To work with other agencies on projects and service developments which promote an integrated approach and multi-disciplinary working.
- To share information about children with other agencies in order to safeguard them and promote their welfare in line with the requirements of the Data Protection Act.

General

- Operate within the Council's financial regulations, budgetary framework and the service's delegated powers to minimise the risk of a breach and ensure that the service delivers value for money.
- Ensure all financial transactions actioned are recorded and accounted for to the standards required.
- Be committed to the Council's core values of public service, quality, equality and empowerment.
- This post may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.
- This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

The Council's Commitment to Equality

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers.
- To demonstrate through personal and professional example a commitment to equality of opportunity for all groups of staff and service users and to challenge discrimination, racism, sexism and other forms of unjust behaviour.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment procedures.

PERSON SPECIFICATION

	Level required
Professional qualifications / memberships	Must hold registration with Health and Care Professional Council (HCPC)
Education	Degree/post graduate or equivalent recognised social work qualification. CQSW (75-91); DipSW (91-09)
Other	Must have a satisfactory enhanced DBS outcome Evidence of continuing professional development Relevant Experience at a management level

Knowledge and Experience

- Relevant training and experience in a statutory social work setting undertaking child protection and assessment work.
- Knowledge and experience as set out in the Level Two/Three Skills and Competency Framework for Social Work Supervisors and Managers and be able to meet the standards set out in the Children Knowledge and Skills Statements
- A good knowledge of adolescent development in relation to deprivation, family complex needs and the 'push and pull' factors for children and young people missing from home and at risk of gang involvement and exploitation
- A strong capacity to assess and balance risk and protective factors in families and communities
- A good working knowledge and understanding of national and local policy, procedure and guidance in relation to vulnerable adolescents and more generally children in need and at risk including the London Child Protection Procedures and Working Together to Safeguard Children
- Excellent knowledge of relevant legislative frameworks for protection vulnerable children including Children Act 1989 & 2004, Children and Families Act 2014, Children and Social Work Act 2017.

Skills

- An excellent understanding of the context of child development in relation to parenting capacity, family and environmental factors
- Ability to create a rapport and build trusting and professional relationships with children, young people and families
- Demonstrated ability to work creatively, effectively with children, young people and their families using a range of evidenced based intervention tools and approaches, problem solving skills and measurement tools
- Capacity to provide a measured response to crisis, prioritise tasks, manage own workload and be accountable for your work with children, young people and families
- Ability to work as part of a multi-professional team and with wider partners by establishing good working relationships and maintaining effective

communication, demonstrating a clear understanding of the roles and responsibilities to promote an integrated approach

- Be reliable and possess a resilient, solution focused and 'can-do' attitude towards colleagues, managers and peers with a good capacity to apply diplomacy in a complex and demanding environment
- A keen interest in research findings and contributing to the development of best practice with children and families
- Ability to summarise, analyse and evaluate complex information, reflect on changing circumstances, new evidence and be open to the views of others
- A good capacity to share information verbally and by writing concise reports about children with other agencies in order to safeguard them and promote their welfare in line with the requirements of the Data Protection Act

Service Operations

- Knowledge of childcare legislation, statutory guidance and the London Child Protection Procedures
- Knowledge and understanding of the principals of the Barnet Continuum of Support Framework
- Ability to devise and implement clear systems for efficient management and throughput of work in a highly pressurised environment
- Ability to make clear decisions based on complex information

Management Responsibilities

- A high level of consultative, interpersonal, communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner
- Ability to lead the service and provide direction and support to social workers on duty
- Excellent organisational skills
- Strong capacity to provide supervision, direction and professional guidance to social work staff and key stakeholders on child protection matters

Accountability

- Knowledge and understanding of statutory frameworks and guidance for children's social work
- Ability to prioritise, monitor and be accountable for children's social work through supervision of staff
- Ability to compile relevant management information and write concise reports

Partnership with other agencies

- Knowledge of roles and responsibilities of key children's agencies.
- An understanding of relationship management and the capacity to establish and maintain effective communication and working relationships
- Ability to develop effective interagency working processes.

Equal Opportunities

- Ability to demonstrate a commitment to equal opportunities for users and staff, and anti-discriminatory practices

Special Job Requirements

- A current driving licence is desirable
- Willingness to work flexibly and beyond office hours as and when necessary
- Ability to travel

Technical / Knowledge Requirements

- IT competent, including Microsoft Office Word and Excel, information management and recording systems.