

**Job Description**

**Job Title: Team Manager – Adult Services**

**Salary Grade: Grade 10**

**SCP: 42 - 46**

**Job Family: People Care**

**Job Profile: PC 6**

**Directorate: People Services**

**Work Environment: Locality Bases**

**Reports to: Service Manager**

**Number of Reports: up to 16**

**Purpose:**

To represent, organise and control a team in order to deliver the service efficiently, to standard and within budget.

Ensure effective performance management for the service within the responsibility of the post.

**Key Responsibilities:**

To plan and organise own work and that of the team.

To supervise team members and ensure high quality services to customers.

To motivate, lead and develop team members.

To ensure continuity of service delivery.

To work with key partners in order to ensure effective service provision.

To continuously review business processes and procedures in order to ensure effective and efficient service delivery.

Ensure the Service Manager is kept aware of trends; quality and availability of resources.

Contribute to Projects on behalf of the Service Manager.

To have an awareness of financial monitoring.

**Statutory Requirements**

To comply with the principles and requirements of the Data Protection Act 2018 andGDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

To comply with the principles and requirements of the Freedom of Information Act 2000.

To Comply with the Council’s information security standards, and requirements for the management and handling of information.

To use the Council’s information only for authorised purposes.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

To work within the framework of the Care Act 2014

To promote and champion a positive organisation- wide culture that reflects the Council’s values.

**General Requirements**

To keep abreast of changing contexts at local and national level, and take account of these in social work practice.

To take an active role in inter-professional and inter-agency working building own professional network and collaborative working across other organisations.

To champion diversity and equality in all aspects of service delivery, demonstrate confident application of ethical reasoning to professional practices.

**Other Duties :**

As directed by senior officiers within the responsibilities of the post.

**October 2019**