



Job Profile

Team Manager

Grade L

Group: Children, Adults & Families

Service: Adult Social Care

Location: Civic Centre

Line Manager: Service Manager

Job Purpose

To lead the management and development of the team, supporting the Service Manager by performance managing and improving assessment services, ensure delivery of high-quality teams that maximise a person's involvement, choice, independence and ability to manage their condition.

The key roles of this post will include:

1. Set team targets and line manage Senior Practitioners to encourage continuous team development to meet the needs of the service. Manage team workload demand by prioritising competing demand and targeted allocation strategies. Responsible for writing, implementing and monitoring team action plans and risk assessments in line with organisation expectations.
2. Ensure team compliance with statutory obligations and objectives across Adult Social Care. Responsibility for ensuring high quality practice, performance and recording using formal documentation and systems through implementation of quality assurance systems, regular case file audits and scrutiny, quality assurances of care and support plans, safeguarding processes, and other statutory documentation completed by staff.
3. To write and present management reports as required and manage deadlines for production of performance and business information. Preparing management reports for senior managers and presenting the information in an analytical and comprehensive manner. Develop business plans to support the wider objectives of the service.
4. Budgetary responsibility and monitoring to ensure staff understand their responsibilities and work in a cost-effective way. Monitoring the consistent application of the sufficiency principle and contribute to revenue monitoring; ensuring processes are effectively used and provide management reports to evidence this.



5. Work in partnership with the Council's performance information team to ensure effective use of internal systems and databases to allow for effective data extraction and improved performance management.
6. Ensuring appropriate systems are in place for collection of individual and team data for performance monitoring and management.
7. Attendance at Partnership meetings to develop coordinated and integrated service delivery as required. Develop effective partnerships with both external and internal partners and work closely to promote coordinated, integrated and compatible methods of service delivery.
8. Writing policy and procedure and implementing them across teams and service, monitoring and reviewing and ensuring the workforce are aware of and adhere to them.
9. Respond to complex and high-risk complaints.
10. Manage employee-related functions including recruitment and selection and attendance management activities including 'Return to Work' and 'counselling' interviews and completing relevant council data input systems. Manage stress risk assessments, occupational health referrals and workstation assessments. Responsibility for undertaking disciplinary investigations and chairing disciplinary meetings as required.
11. Undertake regular reflective supervision and annual achievement and development sessions with Senior Practitioners to ensure continuous progression and development of staff.
12. Undertaking service development projects and ensuring collation of appropriate research and data to enable effective use of statistics, knowledge, practice principles and theory to implement change and improvement.
13. Implement and monitor Risk Management across the teams and service area.
14. Responsibility for Health and Safety monitoring and Policy Implementation, undertaking procedural checks, ensuring lone working risk assessments are completed, team plans are regularly updated and adhered to and maintenance of corporate documentation.
15. Deputise for service manager as and when required.
16. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge and other attributes

- Performance management frameworks and methods
- Relevant adult related disability and mental health legislation
- Personalisation agenda
- Leadership and management theories and their application
- Team building and motivational methods
- Risk Management
- Knowledge of legislation and developments within areas of Safeguarding Adults/Mental Capacity Act/Court of Protection

Experience

- Significant experience in Mental Health Social Work, with an excellent working knowledge of legislative and statutory requirements, and evidence of your ability to establish and maintain positive working relationships with relevant partners, including the NHS and Police.
- Experience in reflective staff supervision and practice/team development
- Managing budgets
- Managing stress related sickness absences
- Performance management (in a management role)
- Experience as a manager or practice educator/supervisor within and adult social care or health setting.

Qualifications

- Social Work qualification or equivalent i.e. MA or BA in Social Work, Dip SW CQSW or CSS, and ideally hold (or have held) an AMHP qualification. You must also have a current registration with Social Work England.
- Current UK driving Licence and access to a car or means of mobility support

Desirable:

Qualifications

- Management qualification

Professional Capability Framework

Professionalism: Identify and behave as a professional social worker, committed to professional development.

Values and Ethics: Apply social work ethical principles and values to guide professional practice.



Diversity: Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice.

Rights, Justice and Economic Wellbeing: Advance human rights and promote social justice and economic wellbeing.

Knowledge: Apply knowledge of social sciences, law and social work practice theory.

Critical Reflection and Analysis: Apply critical reflection and analysis to inform and provide a rationale for professional decision-making.

Intervention and Skills: Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.

Contexts and Organisations: Engage with, inform and adapt to changing contexts that shape practice. Operate effectively within own organisational frameworks and contribute to the development of services and organisations. Operate effectively within multi- agency and inter-professional partnerships and settings.

Professional Leadership: Take responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership and management.