

**Job Description**

**Job Title: Team Manager – Adult Social Care**

**Salary Grade: Grade 10**

**SCP: 42 - 46**

**Job Family: People Care**

**Job Profile: PC 6**

**Directorate: Neighbourhoods**

**Work Environment: Locality Bases/Agile**

**Reports to: Strategic Manager**

**Number of Reports: up to 16**

**Purpose:**

To represent, organise and support an Adult Social Work 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 provide leadership, direction and professional oversight on all issues relating to Adult Social Care.

To undertake Performance Management and analysis as well as team planning and evaluation activities.

To provide high quality supervision and appraisal to individuals and teams.

To promote and support strengths-based practice and approaches.

To motivate, lead and develop team members.

To provide day-to-day management and support to our frontline social work teams.

To establish and maintain positive working relationships with relevant key partners such as Health and social care partners, Police and Housing, amongst others.

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

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

Ensure the Strategic Manager is kept aware of trends, quality and availability of resources.

To contribute to projects on behalf of the Strategic Manager.

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.

**Statutory Requirements**

To possess a working knowledge of legislative and statutory requirements.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR 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 comply with the principles and requirements of the Freedom of Information Act 2000 in relation to the management of Council records and information.

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 have a thorough and comprehensive understanding of the Safeguarding Adults agenda and be highly skilled in Risk Management.