**JOB DESCRIPTION**

**Children's and Joint Commissioning Services**

**JOB TITLE:** GeneralManager (Admin)

**DIVISION:** Substance Misuse Service

**GRADE:** 10

**RESPONSIBLE TO:** Head of Service – Substance Misuse

**POST REFERENCE NO:**

**Purpose of Post**

To oversee and be responsible for a team providing effective administrative and system support to the START substance misuse service.

Support systems implementation, design, reporting, data analysis and data submissions across both in-house case management system, Theseus and the National Drug Treatment Monitoring System (NDTMS) with Public Health England (PHE).

To deliver project work in line with CQC requirements to ensure services comply with relevant governance, changing legislation, government policy and local priorities.

To safely manage premises the service are located, ensuring appropriate security, risk assessments, fire safety and all Health & Safety requirements are met.

**Relationships**

Key relationships will be:

* Head of Service, Substance Misuse
* Administration team
* Foundations: clinical contract provider
* Other department and council staff including Public Health
* Public Health England / NDTMS
* Partner organisations
* Service users

**Main Duties and Responsibilities**

1. To lead on the management, direction and co-ordination of administrative support to the integrated substance misuse service. This includes supervision, allocation of work, and cover across buildings as well as performance management.
2. To ensure that delivery sites run efficiently and effectively, meeting the requirements of the council’s health & safety policies and procedures both in relation to the built environment and to the individual safety and security of staff and service users.
3. To be responsible for ensuring systems meet needs of the service including ongoing audit/ review of current systems and development when required which includes testing.
4. To be responsible for the handling of sensitive, personal and health data ensuring the accuracy and confidentiality of that information adheres to Caldicott principles across the integrated partnership.
5. To ensure that the council’s information governance policies and procedures are adhered to and that all client information is shared in line with Council, national and international standards of data protection, including the Data Protection Act 2018.
6. To lead on the design and production of reports to enable senior managers and commissioners to assess performance data for the purposes of qualitative and quantitative contract management where appropriate.
7. To quality assure, design and deliver training staff across the substance misuse systems, including develop operational and clinical procedures.
8. To work with partners in a local and regional manner to ensure HBC system management meets the requirements of national frameworks e.g. HBC and national health procedures are compatible.
9. To deliver project work as requested by Head of Service and ensure substance misuse systems comply with changing legislation, government agendas and local priorities.
10. Hold practical and procedural knowledge of substance misuse agendas and those procedures required to deliver quality service outcomes, including development of new procedure and practices and concepts to improve services over the long term. Use own initiative when making decisions and offering advice to staff and service users.
11. Carry out recruitment and selection, inductions, supervisions, annual reviews and personal development plans according to corporate guidelines. Ensure training and development needs of administrative staff are assessed, understood and met within workforce development processes.
12. To work collaboratively with our partner provider (within the drug and alcohol commissioned and in house provision) to ensure consistency is maintained in terms of service delivery.
13. Ensure that the administrative team order appropriate resources, timely, within HBC procedures and that invoices are approved and processed promptly, according to council procedures. Manage and monitor the use of purchase cards and petty cash appropriately. Ensure deadlines are met including end of financial year. Monitor substance misuse income to ensure audit processes are followed.
14. Any other duties of a related nature which might reasonably be required and allocated by the Head of Service, Director of Public Health or representative of the Director of Public Health.

**Developments**

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any such changes will naturally be the subject of discussion and consultation.

All staff will be expected to consider their role in the context of Substance Misuse and achieving outcomes for adults, children and young people. They will also be expected to contribute constructively to the continuous improvement, performance management and best value culture and also the inter-agency context of the Department‘s work

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: June 2021

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**