



Job Description

Job Title	Team Leader (Client Asset Management Support (CAMST))
Directorate	Adult Services and Health and Homelessness
Service Area	Assessment and Care Delivery
Grade	6
Competency Level	2
Salary	£31,099 to £35,411
Job Type	Agile
Location	Cunard Building
Disclosure and barring service (DBS)	No

Job Purpose

To be accountable for the leadership and management of the Client Asset Management Support Team (CAMST).

To assist with the development of the service to meet the requirements of internal customers whilst ensuring adherence to the Office of the Public Guardian standards.



Directly Responsible For:

CAMS Team currently comprising:

8 Court of Protection Officers (equivalent to 5 WTE)

1.5 WTE Senior Business Support and

2 Business Support colleagues (equivalent to 1 WTE).

Directly Responsible To:

Mental Health Act/ Mental Capacity Act Practice Lead

Main Areas of Responsibility:

- Responsible for the day to day management and leadership of the Client Asset Management Support Team (CAMST).
- Provide services which support service users who are lacking mental capacity to manage their financial affairs.
- Assist with the Management, review and continuous improvement of the processes and functions of the team in order to ensure a high quality service.
- Provide clear and consistent advice and guidance to appropriate internal and external practitioners and professionals regarding the procedures and all matters in respect of LA Deputyship and Corporate Appointeeship and related legislation.
- Have oversight of the completion of and be responsible for the submission of annual Deputy reports to the Office of the Public Guardian for all COP cases, demonstrating adherence to the LA Deputy standards.
- Assist in the development and expansion of new technology and ensure appropriate training and development for self and staff group.
- Provide leadership in problem solving.



- Organise, motivate and develop staff this maximising their personal development and facilitating the achievement of the individual's targets and the corporate business and service aims and objectives.
- Undertake any other tasks reasonably required of the post holder.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manage performance and behavioural issues effectively.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Support the Management of a delegated budget for the team ensuring adherence to statutory orders and the financial regulations of the city council.
- Personally process cash or electronic payments and to help control and monitor bank accounts and related specialist financial banking systems.
- Support and assist with the approval of expenditure and transactions for all Court of Protection and Appointeeship cases.
- Ensure local authority deputy fees are claimed promptly in order to maximise income to the city council for this service.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Explore different options for funding and income generation.



Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- None

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.
- Maintain confidentiality of information at all times in accordance with information governance requirements including the Freedom of Information Act 2000 and Data Protection Act 1998.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we



treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Working knowledge of IT applications (including financial management applications (A/I).

Desirable

- Relevant management qualification or a commitment to gaining a relevant management qualification within 2 years of taking up post (A/I).

Experience

Essential

- Experience of working within a Social Care or Financial Service environment (A/I)
- Experience of working with internal / partner agencies to promote service delivery (A/I).

Desirable

- Experience of supervising or managing staff performance and workload (A/I).



Skills/Abilities

Essential

- Ability to communicate effectively across all organisational and team boundaries (A/I).
- Ability to demonstrate strong organisational skills and ability to prioritise workload of self and other team members (A/I).
- Ability to prioritise effectively and meet deadlines (A/I).
- Ability to produce and present accurate, clear, concise reports and management information orally and in writing (A/I).

Desirable

- Demonstrate an ability to understand management responsibilities and develop as a manager and leader (A/I).
- Ability to contribute to service / team plans that focus on continuous improvement (A/I).
- Demonstrate skills in negotiation and motivation (A/I).
- Ability to work with minimum supervision, a conscientious attitude, willing to learn new skills, be prepared to question and to seek continuous improvement (A/I).

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)



Other

Essential

- None