**SEFTON METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

**Department:** Adult Social Care **Location:** Various

**Division:** Adult Social Care **Post No:** Various

**Job Evaluation Number:** 845

**Section: Adult Social Care**

**Post:** Team Manager

**Grade:** K (SCP 40-41)

**Responsible To:** Service Manager

**Responsible For:** Lead Practitioners, Qualified and unqualified team members

**JOB PURPOSE**

To manage, develop and lead a social work team in defined areas of work in order to deliver high quality assessments that address the needs of vulnerable people through the commissioning of individual support plans and packages of care that lead to improved outcomes, whilst managing the reputation of the Council.

To ensure that the service responds to new challenges, priorities and requirements, whilst maintaining the Council’s statutory obligations and using resources in the most effective manner.

To support Service Managers in delivering strategic outcomes.

**MAIN DUTIES**

**Practice**

1. Be responsible for the operational service delivery teams and to support other managers to deliver the social work assessment service.
2. Ensure the Council meets its statutory obligations to safeguard adults, complying with legislation, policy and procedures and relevant frameworks.
3. Work within safeguarding frameworks to oversee the investigation and manage risk of significant harm.
4. Ensure that the assessment, support planning and reviewing process leads to the effective commissioning of personalised packages of care and the efficient use of resources.
5. Ensure all relevant information is gathered to inform risk assessments and critically analysed to inform plans.
6. Respond to the needs of vulnerable people, whilst meeting statutory responsibilities and ensuring views and wishes are heard and recorded accurately.
7. Encourage and ensure that vulnerable individuals and those significant to them are involved in and contribute to assessment planning, interventions and decision making through the support planning process, ensuring a strengths-based approach is reflected throughout.
8. Work collaboratively with internal and external colleagues to co-ordinate service delivery. Chair/contribute to multi agency and Departmental meetings.
9. Ensure casework decision making is robust by providing challenge and critical reflection with detailed analysis informing professional judgements.
10. Provide critical reflection, challenge and evidence informed decision making in complex situations. Provide casework supervision within service area, modelling good practice and reflective supervision skills.
11. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them.
12. Be fully conversant with the outcome statements from the Assessed and Supported Year in Employment (ASYE) and the Professional Capabilities Framework (PCF) requirements in order to assess and monitor the progress of ASYE’s and social work students within the team.
13. Promote leading edge innovative practice/best practice across all tiers of the workforce.

**Resources**

1. Be responsible for key decision making in relation to resource allocation, service delivery, closure of work and all day to day operational matters whilst achieving best value in the way those services are delivered.
2. Ensure that resources are used to optimum efficiency including authorising and managing expenditures within prescribed devolved budget.
3. Actively engage in risk management policies, procedures and practice, advise Senior Managers of resource shortfalls and recommend improved methods of working where appropriate.

**Performance Management**

1. As a member of the leadership and management team, contribute to the strategic and policy developments in the area of work/service.
2. Apply performance targets, performance management and support processes including the development and monitoring of team plans; delivery of effective personal caseload supervision and mentoring; performance development reviews; management of disciplinary issues; and provision of statistical and performance management information relating to the work of the team.
3. Assist in the establishment, management and maintenance of monitoring systems for assessment and case management in order to maintain effective professional, managerial and budgetary control.
4. Ensure that regular case file audits ae completed in line with Quality Assurance Framework, and that any lessons learnt/examples of good practice identified are shared across the service as well as with the individual worker.
5. Allocate work to team members in accordance with statutory requirements, strategic frameworks and departmental policies and procedures.
6. Manage, monitor and support the use of the Integrated Adult’s System (IAS) in-house database and fully utilise the capability of the system across the team.
7. Model inclusive practice in relation to identity and diversity, challenging any issues of concern within the organisation.
8. Ensure that complaints are fully investigated in line with the department’s complaints procedure.
9. Assist with or as delegated, take responsibility for staff recruitment and selection procedures and appointments.
10. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing a source of expertise and developing specialist knowledge as required. To maintain and develop the required management knowledge and expertise.
11. Lead a team of staff including induction, training and personal development, absence management, retention, grievance/discipline/capability, succession planning, workforce planning.
12. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
13. Undertake any other duties, as directed from time to time, to meet the exigencies of the service

**SPECIAL CONDITIONS (if applicable)**

N/A

**GENERAL:**

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

This job description applies to a number of jobs within Adults Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

**Prepared by: Name** Alisa Nile

**Designation** Senior Manager – Integrated Community Services

**Date** March 2023

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| **SEFTON COUNCIL – PEOPLE DIRECTORATE**  **PERSON SPECIFICATION** | Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below. |

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| **Job Title:** | Team Manager | **Post Number:** | Various |

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Social Work/ Occupational Therapy/Nursing degree or equivalent  Current registration with SW England/HCPC  A recognised Management Qualification or commitment to work towards. |  | C  C  C/AF/I |
| **Experience** | Significant post qualification experience in statutory Adult’s Social Care Services.  Experience of complex case management and working in a multi-agency environment and supervising social workers and other social care staff.  Experience of working and reporting within a court environment. |  | All elements will be assessed via application and interview |
| **Demonstrable skills, knowledge and aptitudes** | Able to demonstrate effective leadership and management skills including detailed knowledge of organisational policies.  Plan and organise own time, create work schedules, prioritise and set schedules for self and others.  Knowledge of appropriate legislative frameworks, statutory guidance and processes. | Demonstrate strategic thinking. | All elements will be assessed via application and interview |
| **Demonstrable skills, knowledge and aptitudes continued**  **Demonstrable skills, knowledge and aptitudes continued** | Knowledge of assessment frameworks and other relevant assessment and planning tools.  Knowledge of current agendas within Health and Social Care that impact on the lives of vulnerable adults and older people.  Advanced theoretical, practical and procedural knowledge across the relevant legislative and statutory frameworks that underpin social work practice.    Demonstrate excellent organisational skills in planning and organising own time and creating work schedules for self and others, prioritising and managing fluctuating caseloads.  Apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk factors.  Model and use reflective supervision and promote a culture of reflection.  Promote positive approaches to diversity and create an environment where people are safe to challenge  Apply effective conflict resolution skills.  Research, cascade and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making.  Meet the demands of the service and produce work to a high standard within set timescales.  Take advantage of, and effectively use information technology including IAS and to ensure and manage the consistent use across the team.  Work within professional and ethical standards including the SW England Standards for Social Workers  Demonstrate commitment to own professional development and that of other colleagues. |  |  |
| **Special requirements** | This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. | This post is designated casual car user. | C |
| **Other** | Commitment to equality and diversity.  Must be legally entitled to work in the  UK.  The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time. |  | C |