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| **practice manager****SALARY GRADE: HBC10** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As a Practice Manager, you will be responsible for assisting the Principal Manager in providing specialist advice, expertise, service planning and service improvement related initiatives throughout adult social care and its partnerships. You will supervise, support and advise the Policy, Performance and Customer Care team, and contribute to the management, delivery and operation of a range of measurably high quality, cost effective servicesMore specific responsibilities include:* Supporting the Principal Manager with staff and resource management, focusing on practice issues to ensure high-quality service delivery aligned with service objectives and targets
* Assisting in prioritising and allocating work, per Fair Access to Care Services, to maintain service provision, meet demand, and ensure services comply with policy and legal obligations
* Leading and motivating the team through supervision, supporting effective communication, identifying resource shortages, and contributing to service planning and development
* Ensuring the team maintain accurate documentation, record-keeping, and communication, while fostering effective partnership working across statutory, voluntary, and independent sectors
* Being accountable to the Principal Manager for individual cases and team workload, ensuring staff care and development align with policies and procedures
* Ensuring staff, individuals, equipment, and operations comply with the Health and Safety at Work Act
* Making sure costs and financial commitments are planned, monitored, and reviewed within budget limits
* Overseeing the regular and effective analysis, monitoring, measurement, and maintenance of team performance against agreed targets and indicators, while supporting each team member's contributions
* Supporting with recruitment, induction and training of staff within Directorate policies and assessing relevant staff in relation to appropriate qualifying and post qualifying awards
* Producing and implementing a Team Business Plan, in line with directorate and corporate policy
* Ensuring regular quality assurance processes to scrutinise frontline practice and adhere to the general Social Care Council’s codes of practice
* Managing a small and specified caseload of complex cases, as required, some of which would be co-worked with less experienced staff
* Supporting and advising team members and leading defined areas of service as identified by DMT
* Chairing practice meetings, deputising for the PM as needed, and performing other duties appropriate to the job grade
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| About You |
| For this role, it is essential that you have DipSW/CQSW or equivalent professional qualification, as appropriate.In addition you will have:* Post qualification experience within Social Services/Health including Care Management, Staff/Student Supervision, Multi-disciplinary working and integrated service delivery
* Awareness of Adult Protection procedures, Valuing People, person-centered planning, and other related national guidance and policies, with the ability to adhere to them
* Experience organizing multi-agency meetings with a strong understanding of relevant issues in the service area and broader health and social care provision
* The ability to work collaboratively with colleagues from all disciplines, demonstrate anti-oppressive practice, and challenge discrimination
* Understanding of supervision and staff appraisal processes, with the ability to lead and motivate staff, and manage change
* Effective communication skills, a flexible approach and the ability to work to your own initiative
* The ability to assess risk and develop effective risk management plans

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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