



Job description			
Job title	Shared Lives Team Leader		
Grade	K		
Directorate	Health & Social Care		
Service/team	Adult Provider Services		
Accountable to	Operations Manager		
Responsible for	Shared Lives Workers		
JE Reference		Date Reviewed	October 2025

Purpose of the Job

To manage the everyday activity of the Shared Lives team in the recruitment, retention and approval of Shared Lives carers; the provision of placements, and in the development of the service and team.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken:-

1. To lead with identifying and engaging suitable Shared Lives carers from within the community/ supervising team members, leading on the provision of induction and ongoing training packages and development plans for approved Shared Lives carers
2. To lead Shared Lives carers by organising regular meetings, providing guidance, advice, counselling information and practical assistance where necessary
3. To provide ongoing support to the Registered Manager in their role and this includes in the everyday management of systems and practice which supports regulated activity and inspection of services; take the role of Registered Manager where circumstances require this.
4. Have an understanding of CQC standards and how these relate to the activity of the Shared Lives Team
5. To provide regular supervision and guidance to the Shared Lives Team



6. To implement departmental policies in relation to supervision and Performance
7. Working with others, manage the performance of the Shared Lives Team
8. To participate in Care Planning meetings when appropriate
9. To assist with the assessment of the needs of service users in consultation with the adult, their families/advocates, Care Managements colleagues and other associated, related professionals and formulate individual plans for Service Users following assessment to plan appropriate interventions
10. To maintain appropriate records relating to Service Users and Carers
11. To provide a range of support, including information, advice, practical assistance and rehabilitation, training and guidance to Service Users; develop the range of support available by maintaining up to date knowledge and skills through training and research
12. To undertake, multi-disciplinary work and where qualified take responsibility for more complex cases, supported by agreement within the individual planning process
13. To participate in the wider Adult Provider Service Team including contributing to the priorities of the service
14. To have responsibility for activities and resources in the service, within the general framework of department policies
15. To participate in ensuring that the physical environment is maintained to the highest standard possible

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

(To be included in PMG 1 posts and above)

- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.