



Job description			
Job title	Team Manager		
Grade	Grade Q		
Directorate	Health and Adult Social Care		
Service/team	Adult Social Care		
Accountable to	Service Manager		
Responsible for	Assistant Team Manager, Advanced Practitioners, Social Workers, Social Care Co-ordinators		
JE Reference		Date Reviewed	

Purpose of the Job

To manage, develop and lead a Social Work Team in order to safeguard and promote the welfare of adults at risk and their families/carers. Be accountable for budgetary oversight and performance of the team to support the delivery of the organisation's strategic goals including the Transformation Plan, Departmental Plan and Council Plan.

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. Manage a team of Social Workers, Social Care Co-ordinators, Advanced Practitioners, and an Assistant Team Manager
2. Maintain extensive and up to date knowledge of relevant legislation including The Care Act (2014), The Mental Capacity Act (2005), Mental Health Act (2007) and associated statutory guidance to ensure that the team is compliant with statutory duties.
3. Be responsible for overseeing budget management and resource allocation at team level
4. Duty to undertake signatory responsibilities for Deprivation of Liberty Safeguard assessments on behalf of the Local Authority
5. Support Service Managers to deliver, develop and improve



- services, identifying savings and generating efficiencies
6. Contribute to service development, transformation and improvement by working across adult social care and with internal partners to deliver specific objectives in the departmental and council plan.
 7. Be responsible for monitoring and maintaining service quality and performance within the team.
 8. Provide leadership, guidance, and supervision to team members.
 9. To undertake direct supervision where there are performance and conduct issues
 10. Provide supervision and support to social supervisors and undertake training to maintain competency in this role
 11. Foster partnerships with external stakeholders including partners in health, the provider market and community organisations.
 12. Monitor risk within the team, including operational and reputational risks, to ensure risks are escalated and managed in line with Knowsley policies and procedures.
 13. Lead and co-ordinate the chairing of multi-agency meetings across teams, which can include MARAMs, Strategy Meetings, best interests' meetings as and when required
 14. Oversee management and triaging of referrals coming into the team, including attending and chairing cross-service meetings for case screening and transfer
 15. Ensure waiting lists and allocations are effectively managed
 16. Contribute to the strategic delivery of organisational goals and be accountable to the service manager.
 17. Investigate and respond to stage one complaints and MP enquiries within statutory timescales and use learning from feedback to inform and improve service delivery.
 18. Manage sickness absence within the team in line with Knowsley's policies and procedures.
 19. Lead and coordinate the recruitment, selection, and onboarding process, ensuring staffing levels and experience meets service demands and align with Knowsley's policies and procedures
 20. Monitor and manage individual and team performance in line with Knowsley's Policies and Procedures.



21. Liaise with Consultant Social Workers within the Practice Development Team to ensure ASYEs/apprentices are supported and given adequate practice and development opportunity
22. Work with partners across the organisation and external agencies to monitor and deliver strategic goals.
23. 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.
24. Contribute to the well-being of the team by supporting other team members and treating all colleagues with dignity and respect.
25. Take part in regular supervision and appraisal and undertake all mandatory training requirements of the role
26. Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives.
27. Commitment to undertake the Best Interest Assessor (BIA) qualification and at least one additional qualification, either AMHP or Practice Educator in accordance with the needs of the service
28. Contribute 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
29. Contribute to emergency planning arrangements and demonstrate flexibility in responding to unforeseen circumstances, including supporting service delivery during emergencies or disruptions
30. Willingness to work flexibly from any location determined by the Authority, when required evenings and weekends in accordance with the flexibility protocol

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create



a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

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.