



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

Purpose of the Job

To assist the Team Manager to manage, develop and lead a team of Advanced Practitioners, Social Workers and Social Care Coordinators and to oversee all day-to-day activity within the team in order to safeguard and promote the welfare of adults at risk and their families/carers.

To assist the Team Manager to manage the performance of the team, including individual staff within the team and to assist with budgetary oversight and fair and equitable resource allocation.

To be accountable for ensuring that referrals and waiting lists are appropriately risk managed and allocated

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. Deputise on behalf of the team manager to support a team of Advanced Practitioners, Social Workers, and Social Care Coordinators and to oversee all day-to-day activity within the team.
2. Assist the team manager to ensure the team is compliant with relevant legislation and policies including relevant health and safety legislation.



3. Assist the team manager to ensure appropriate budgetary oversight and resource allocation within the team.
4. Ensure that referrals are effectively allocated in a timely manner including identifying and allocating cases suitable for the development of apprentices, student social workers, and social care coordinators.
5. Assist the team manager to contribute to service development, transformation and improvement by working across adult social care and with internal partners to deliver specific objectives in the departmental, transformation, commissioning and wider council plan.
6. Assist the team manager to monitor risk within the team including operational and reputational risks, to ensure risks are escalated to Senior Management and managed and mitigated in line with Knowsley policies and procedures.
7. Assist the team manager with liaising with Consultant Social Workers in the Practice Development Team to ensure ASYE/apprentices are supported and given adequate practice and development opportunity.
8. Assist the team manager to lead and coordinate the chairing of multiagency meetings across teams which can include MARAMs, Strategy Meetings, Best Interest Meetings etc.
9. Assist the team manager to manage and triage referrals coming into the team, including attending and chairing cross-service meetings for case screening and transfer.
10. Assist the team manager with the recruitment, selection, and onboarding process, ensuring staffing levels and experience meets service demands and align with Knowsley's policies and procedures.
11. Assist the team manager to investigate and respond to stage one complaints within statutory timescales.
12. Assist the team manager to respond to requests for information from Senior Managers within the service including liaising directly with Senior Managers on such matters.
13. Alongside the Team Manager, ensure oversight of all activity within the Team and escalate any emerging issues or matters of concern to Senior Managers at the earliest opportunity.
14. Manage sickness absence within the team in line with Knowsley's policies and procedures.



15. Monitor and manage performance of team members including undertaking direct supervision of staff where there are performance and conduct issue.

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.
- 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.