**JOB DESCRIPTION**

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| **POST TITLE:** | Team Manager |
| **GRADE:** | 12 |
| **DIVISION / UNIT:** | Adult Social Care, Older People and Physical Disabilities |
| **DEPARTMENT:** | Children’s and Adults Services |
| **REPORTS TO:** | Service Manager |

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| **PURPOSE OF THE JOB** |

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| To provide leadership and supervisory and oversight to the Older Persons and Physical Disability Service (OPPD). This includes Social Workers, Occupational Therapists and any other clinical or non-professionally qualified colleagues. The post holder will do this through the provision of management, professional expertise, skills and advice to ensure we deliver high quality services within Adult Social Care.  To ensure that the highest standard of occupational therapy and social work practice are imbedded as part of the assessment process and care planning; by providing skilled and experienced leadership, management and practice knowledge to the inter-professional team, the organisation and its partners. A key part of this role is the implementation of a strength based approach across the service, ensuring an effective and efficient use of resources to provide a quality person centred service. |

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| Line management responsibilities for this post will include Senior Practitioners. |

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| **PRINCIPAL ACCOUNTABILITIES** |

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| 1. To provide operational management to the inter-professional team, including deputising in the absence of the Service Manager. To promote the service, departmental and corporate vision, strategic aims and objectives by working in partnership with carers, key partners and stakeholders. 2. To be responsible for the teams achievement of performance indicators, targets and standards. To be responsible for and ensure the effective management of the referral, allocation and assessment process, including actions to prevent a waiting list occurring. 3. To contribute to the development of practice, procedures and policy and specifically the professional development of the Team; working in partnership with the Principal Social Worker and Principal Occupational Therapist. To facilitate individual support and oversee career development for the team and to lead on issues of recruitment, conduct and capability. 4. To oversee, monitor and take corrective action where necessary to raise performance and quality across the service, maintaining a positive, challenging performance management culture, through effective professional leadership, supervision, mentoring and coaching to enhance the quality of practice, undertaking performance appraisals and investigate complaints. 5. To negotiate and establish the development of cost effective care packages such as equipment, adaptations, moving and handling, housing issues through the service contracts with providers (e.g.: Integrated Community Equipment Store), which represent value for money and meet the needs of service users and their families and carers. This will involve supporting the service manager in the planning and monitoring of expenditure to enable the service to respond to changing demands. 6. To participate in service development via the implementing of positive action initiatives between the various teams (e.g. Hospital Discharge, @HomeTeam and Reablement). This will involve representing the team, Department or Council, as appropriate, at case conferences, planning and review meetings with professionals from Health and Social Care and external agencies. To chair meetings as required. 7. To work closely with other departments such as Housing, hospitals, statutory and voluntary agencies to meet the complex needs of service users and their carers within the community of Southwark. 8. To ensure that services are provided in accordance with current legislation, departmental policies, guidelines and practice statements. To ensure that effective risk management arrangements are in place that complies with the councils policies. To establish, meet, monitor and review service standards and performance indicators as agreed in departmental and national guidelines. 9. To have sound knowledge of Safeguarding Adults and Children policy and procedures and application in practice, and to ensure staff work in accordance with the Council’s relevant procedures and legislative framework. 10. To undertake all related administration and prepare complex reports for consideration by senior management and external bodies as directed by the service manager. 11. Working in partnership with the Performance, Development and Quality Service (PDQ) to ensure alignment with ASC strategic objectives, performance monitoring and reporting and that there is accurate and timely data recording across the teams that provide robust evidence of good practice and compliance.  |  | | --- | | 1. Any other duties appropriate to the post and grade. | |
| **JOB CONTEXT / REPORTING to :** | | |

Southwark council is committed to supporting vulnerable adults to achieve independence and social inclusion via personal budgets, self-directed support, and provision of suitable accommodation. The post holder is expected to provide a proactive approach which encompasses these goals and sets out to achieve these aims.

Southwark Adult Social Care OPPD is comprised of Ageing Well Southwark (Contact), Assessment & Intake, Hospital Discharge, Case Management and Review Teams including Telecare, Sensory and Business Support Teams, plus our Intermediate Care Southwark Service.

The post holder will be expected to expand their specialist knowledge and skill relating to:

* Assessment and Support Planning
* Safeguarding / Risk Assessments
* Resources and procedures
* Reflective practice and supervision
* Data analysis

**Contacts**

To be in contact with officers of the Social Services, Health and other departments including Law and Administration, representatives from statutory and independent agencies and local community group, including groups representing the black and ethnic communities. Contact would involve: joint working, problem solving, developing and maintaining information links.

**Location**

This role will be based at the Southwark Resource Centre (10 Braddenham Close Walworth S£E17 2QB) and may need to travel to other council buildings as required for business purposes.

**Grade/Conditions of Service**

Grade 12.

Contractual hours: 36 per week in accordance with the needs of the service Monday to Friday. The post holder may be required to work outside of normal working hours in accordance with service needs.

**Flexible Working**

As part of the Southwark Council’s commitment to continuous professional development the post holder may be required to rotate to other suitable positions of an equivalent grade.

**Financial Responsibilities**

The postholder will work alongside the service manager and must be aware of the need to work within a tightly controlled budget to monitor expenditure.

**General**

The post holder is required to carry out duties and responsibilities of the post in accordance with the Councils’ policies and procedures and standing orders.

**Health & Safety**

The post holder is required to carry out duties and responsibilities in accordance with the Council’s Health and Safety Policy, and Health and Safety legislation.

**Pension**

The post holder may apply to join the Local Government Pension Scheme.

**Regulatory Activities**

This post has been classified as a regulated activity, in accordance with the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012. It is a criminal offence for individuals barred by the Independent Safeguarding Authority (ISA) to apply or work in this post. If you any doubts on your status you should seek guidance from the ISA ([http://www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk/)).

The post is considered as ***exempt*** from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be discussed. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

This post required **ENHANCED** DBS clearance.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job.

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| **Knowledge, including educational qualifications:** | **Essential (E)** | **How assessed S / I / T** |
| 1. Qualified Social Worker with Social Work England Registration and evidence of continued professional development | E | S |
| 1. Knowledge of current and proposed legislation, policy and guidance in relation to adults, including safeguarding, mental capacity and Deprivation of Liberty | E | S |
| 1. Knowledge and understanding of current issues in Social Care practicve | E | S, I |
| 1. Knowledge of the pronciples of equla opportunities, anti-discriminatory and anti-oppressive practice in assessment and the provision of services | E | I |
| 1. Knowledge of performance mangement framework for both service and employee | E | S, I |
| 1. Knowledge of budget management and financial contexts of adult social care | E | I |
| **Experience:** | | |
| 1. Experience of working in a multi-disciplinary team and with multiple agencies to facilities holistic assessments and working collaboratively to support people to achieve their goals and maximise their independence | E | I |
| 1. Experience of effectively managing complex, high risk or high profile cases, including undertaking safeguarding adult’s investigations, mental capacity and deprivation of liberty | E | I |
| 1. Experience of managing an inter-professional team, setting priorities, formal supervision and undertaking performance management | E | I |
| 1. Experience of overseeing the application of legislation and principles for equal opportunities, diversity and human rights in the implementation of practice | E | I |
| 1. Experience of ensuring expenditure is contained within the budget and that spending and efficiency targets are achieved | E | I |
| **Aptitudes, Skills & Competencies:** | | |
| 1. Ability to take responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership and management | E | S, I |
| 1. Ability to manage a team and work as part of a team. Including the ability to communicate and engage with staff and to co-ordinate their tasks | E | I |
| 1. Experience of establishing effective working relationships with other professionals, including representatives from partner agencies | E | S, I |
| 1. Ability to communicate effectively and clearly in writing, verbally and through reports. This includes the production of high quality reports with clear recommendations | E | I |
| 1. Computer literacy skills at a level to maintain case records within information management systems and produce high quality assessments, reviews and reports | E | T |
| 1. Ability to understand and use the supervisory process and reflective practice with a willingness to support and undertake continuing professional development; including management training | E | I |
| **Special Conditions of Recruitment:** | | |
| Comply with and promote the Council’s Equal opportunities policy.  The post holder is required to work a minimum of 36 hours per week. | | |

**Key: E** Essential **S** Shortlisting criteria

**I** Evaluated at interview

**T** Subject to test