

JOB DESCRIPTION

POST TITLE:	Team Manager
GRADE:	12
DIVISION / UNIT:	Children's and Adults Services
DEPARTMENT:	Adult Services
REPORTS TO:	Service Manager

PURPOSE OF THE JOB

To provide exemplary leadership, management, and professional guidance to a team of social care practitioners, both directly and within their team. To ensure the delivery of a high quality, comprehensive, integrated, strength based and person centred social work service within Southwark's Practice Framework.

To promote and govern excellent social work practice, including assessing need, support planning and working purposefully with individuals, their families, support networks and other professionals to safeguard Adults and their carers, whilst promoting positive outcomes. To ensure the delivery of a service which is both strength-based and responsive to the needs of adults, their families and social networks in a timely manner and within statutory guidelines. To promote, lead and manage the development of excellent and confident practitioners.

PRINCIPAL ACCOUNTABILITIES

1. To provide operational management and leadership to an 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 lead the team on meeting performance indicators, targets and standards. To be responsible for and ensure the effective management of the referral, allocation and assessment process, in a responsive yet proportionate way.
3. To collaborate on the development of practice, local 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 deliver effective professional leadership, supervision, mentoring and coaching to enhance the quality of practice, undertaking performance appraisals and investigate complaints.
5. To ensure the team achieves value for money through proportionate care and support planning including consideration of the use of equipment, liaising with the brokerage service and participating in procurement processes.
6. To work in partnership with the service manager in budget management including the planning and monitoring of expenditure to enable the service to respond to changing demands.
7. Collaborative working 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 lead their team on the delivery of services 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 lead and develop staff to work in accordance with the Council's relevant procedures and legislative framework.
10. To ensure complex reports are presented for consideration to senior management and external bodies as directed by the service manager.
11. To work in alignment with ASC strategic objectives, performance monitoring and reporting, ensuring that there is accurate and timely data recording across the teams that provide robust evidence of good practice and compliance.
12. Any other duties appropriate to the post and grade.

JOB CONTEXT

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.

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.

Grade/Conditions of Service

Grade 12

Financial Responsibilities

The post holder 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 Council's 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.

Regulatory Activities

This post requires **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.

Knowledge, including educational qualifications:	Essential (E) or Desirable (D)	How assessed (S/ I/ T)
1. Qualified Social Worker with Social Work England Registration and evidence of continued professional development	E	S
2. Knowledge of current and proposed legislation, policy and guidance in relation to adults, including safeguarding, mental capacity and Deprivation of Liberty	E	S
3. Knowledge and understanding of current issues in Social Care practice	E	S, I
4. Knowledge of the principles of equal opportunities, anti-discriminatory and anti-oppressive practice in assessment and the provision of services	E	S, I, T
5. Knowledge of performance management framework for both service and employee	E	I
6. Knowledge of budget management and financial contexts of adult social care	E	I
Experience:		
7. 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
8. Experience of effectively managing complex, high risk or high profile cases, including undertaking safeguarding adult's investigations, mental capacity and deprivation of liberty	E	S, I
9. Experience of setting priorities, formal supervision and undertaking performance management	E	I
10. Experience of overseeing the application of legislation and principles for equal opportunities, diversity and human rights in the implementation of practice	E	I
11. Experience of ensuring expenditure is contained within the budget and that spending and efficiency targets are achieved	E	I

12. Experience of establishing effective working relationships with other professionals, including representatives from partner agencies	E	I
Aptitudes, Skills & Competencies:		
13. Ability to identify professional learning and development needs of others through supervision, mentoring, assessing, reflective practice, research, leadership and management	E	I
14. Proven ability to Promote a culture of 'professional curiosity' within the organisation	E	I
15. Ability to demonstrate the leadership and management skills required to manage a team of practitioners and develop strong relationships within the team	E	I
16. Ability to communicate effectively and clearly in writing, verbally and through reports. This includes the production of high quality reports with clear recommendations	E	S, T
17. Computer literacy skills at a level to maintain case records within information management systems and produce high quality assessments, reviews and reports	E	T
18. willingness to support and undertake continuing professional development; including management training	E	I
19. Ability to manage the risk to the team in a responsive yet proportionate way.	E	I
Special Conditions of Recruitment:		
<p>Comply with and promote the Council's Equal opportunities policy Must hold a recognised social work qualification. Must have a current registration with Social Work England. A satisfactory Disclosure and Barring Service (DBS) check at an enhanced level. Occasional requirements to work evenings and weekend.</p>		

Key:

E	Essential	S	Shortlisting criteria
D	Desirable	I	evaluated at interview
		T	Subject to test