

Job Description and Person Specification Profile

Job Title: Assistant Team Manager Adult Social Care Mental Health team

Job ID: JH 09P

Service: Adults, Mental Health Learning Disabilities and Autism

Grade: I Grade I to I+ £46,142- £50,269

Reporting to: Team Manager

The Role

Main Duties and Responsibilities include:

- To assist the Team Manager in the organisation, management and supervision of social care services.
- To contribute to overall strategic planning and management of the service and to the development of high-quality services.
- To assist the Team Manager in leading the team ensuring that the functions of the Unit are carried out effectively and in accordance with legislation, regulations, guidance, standards and local procedures and priorities.
- To continually improve services in the light of service user views, performance data and stakeholder feedback.

Management of People

To assist the Team Manager in relation to the following: -

- Managing the Team in line with Departmental policy, procedures and guidelines.
- Manage staff in the team.
- Implementing the Department's Supervision Policy.
- Addressing issues concerning staff welfare in accordance with Adult Social Care practice and Staff Care Policies.
- Comply with the Authority's Health and Safety Regulations.
- Induction of new staff joining the team as per Adult Social Care policy.
- Ensuring that staffing practices of the Team are in accordance with Adult Social Care guidelines, e.g. in relation to casual/temporary employment.
- Evaluate and action the training and developmental needs of staff within the Team in accordance with the Authority's Employee Development Review Scheme and Departmental Training Strategy.
- Adhere to the Adult Social Care Human Resource Guidelines for Managers, with reference to:
 - Recruitment and Selection
 - Disciplinary/Grievance/Capability Procedures
 - Equal opportunities Employment Code of Practice
 - Attendance issues, i.e. Annual Leave, Flexi Leave, Sickness Absence, Compassionate/Special Leave, Flexible working, Maternity Provision.
 - Exit interviews

Management of Finance and Resources

To assist the Team Manager in relation to the following:-

- Management of all budgets held by the Team.
- Responsibility for budget monitoring and for the control of income and expenditure within approved levels.

- Ensure that the Team operates within the Departmental Scheme of Financial Delegation, Council Standing Orders and Financial Regulations.
- Manage allocation of work in accordance with priorities, ensuring that assessments, care plans and review functions are implemented where required, and monitored and reviewed according to local procedures and priorities.
- Maintain effective workload monitoring within the Team
- Contribute to the development of unit costs for the Team's activity
- Participate in out of hours management cover as appropriate to the service area.
- Contribute to proposals for cost effective use of resources and plans for disinvestment and reinvestment.
- Where appropriate to carry cases/deliver service up to 50% of practitioner workload.

Management of Quality and Performance

To assist the Team Manager in relation to the following: -

- Responsibility for ensuring that work is undertaken to meet agreed standards.
- Establish, sustain and develop a quality audit system within the Team to ensure that the Team delivers services to the required standards and specifications.
- Contribute to the management of quality in the Service.
- Manage the performance of the Team, setting individual and team targets.
- Responsibility for ensuring effective use of project management techniques, where appropriate.

Service Decisions

- Responsible for decision making according to the Department's scheme of delegation

Business Planning

To assist the Team Manager in relation to the following: -

- Provision of reports using required formats for presentation and analysis of data.
- Contribute to the planning process of the Service and to develop, produce and monitor the Team Plan.
- Develop appropriate systems in conjunction with the Performance Team for the collection of performance data and data analysis.

Continuous Improvement

- Contribute to the devising, implementing and evaluation of changes with the involvement of front-line staff, to continually improve services, systems and standards, in conjunction with the Team Manager and the Service Unit Manager.

Management of Information

To assist the Team Manager in relation to the following: -

- Development of mixed media information for use of general public, partner agencies, other organisations, service users, families and carers and potential users of services.
- Ensure effective communication and information flows within the Team and between the Team and other Departments, relevant Agencies and organisations.
- Ensure effective communication and information dissemination with/to current and potential Service Users.
- Develop the involvement of service users in individual and service planning.

- Ensure that the Team implements the Departmental Information and Communications

Policy

- Contribute to the response to queries and requests for information from Elected Members and Members of Parliament (in respect of the Team) in accordance with Departmental guidelines and standards.
- Contribute to the response to complaints, Subject Access Requests, Freedom of Information Requests.
- Effective use of information to ensure achievement of stated objectives and targets and as a means of securing service improvement.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Level 6 Social Work Degree
- Full driving licence and access to own vehicle.

Your essential skills, knowledge and experience

Specialised Training

- Legislation and requirements relevant to service area
- Management and Human Resource procedures
- Managing Safety
- Risk assessment (Health and Safety)
- Anti-Discriminatory Practice
- Continuous Improvement
- ICT

Experience

- Substantial experience of the relevant service area
- Substantial experience of Mental health, Funding, Care Act and Copdols
- Experience of staff supervision/practice supervision

Key Skills and Competencies

- Maintain activities to meet requirements
- Contribute to improvements at work
- Manage yourself
- Create effective working relationships
- Respond to poor performance in the team
- Manage information for action
- Support the efficient use of resources
- Contribute to the development of teams/individuals

- Ability to fulfil all spoken aspects of the role with confidence through the medium of English

Key Knowledge

- Legislation, regulations and standards relevant to service area
- Assessment and care planning process and procedures relevant to service area including funding, copdols, Care act and other relevant legislation
- Human growth and development and relationships
- Planning and decision-making structures and mechanisms relevant to the service area
- Social care theory
- Management theory and practice
- Government and local objectives and targets for the service area
- Role and function of key partner agencies in the statutory and voluntary sector
- Knowledge of current developments in relevant service area

Key Aptitudes and Personal Qualities

- Ability to demonstrate leadership
- Contribute to making informed and timely decisions
- Negotiation skills
- Ability to communicate effectively in a variety of media
- Ability to influence others
- Personal integrity and flexibility
- Public service orientation
- Ability to manage stress and to work under pressure

If you have the following experience or qualifications – then that's great!

- Experience of staff supervision
- Management of social care services or joint services

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our STRIVE values underpin our practice and behaviours and are at the heart of everything that we do:

