

Bournemouth, Christchurch & Poole Council
JOB DESCRIPTION

SERVICE UNIT: Adult Social Care - Services
JOB TITLE: Team Manager
GRADE: K
REF NO: 11010
REPORTS TO: Service Manager
ACCOUNTABLE TO: Director of Operations

MAIN PURPOSE

- To work in partnership with the Service Manager to ensure effective leadership and management of multi-disciplinary staff. This will entail responsibilities such as recruitment, supervision of staff, allocation of resources and case work.
- To supervise and provide professional advice and guidance to staff.
- Be accountable for statutory assessments and their outcomes.
- Undertake assessments of a complicated nature that require multi-disciplinary working, application of policy, procedure and law.
- To act as a catalyst for ongoing changes in service design and delivery for adults and older people across a health and social care spectrum within the locality.
- To be responsible for specialist budgets, for example, Community Equipment Budget.

MAIN RESPONSIBILITIES

To ensure and contribute to the:

1. Promotion of person centred working and active engagement of adults and older people in developing independence, choice and control in the design and delivery of their care.
2. Proactive working with the patients/service users, providers, GP's and health trust staff.
3. Application of advanced skills in identifying changes in client's conditions and take action to prevent deterioration.
4. Full awareness and application of Adult Safeguarding and mental health policies and procedures.
5. To deputise for the Service Manager as required and to ensure the continuity and efficient delivery of service by the team and to provide cover for the other Team Managers in their absence
6. To practice as a BIA as required
7. To contribute to the maintenance, development and improvement of services to promote evidence based good practice. To attend meetings, contract meetings and workshops as directed and lead on the development of specific projects

Leadership

8. To ensure that where appropriate vulnerable adult investigations are carried out and managed in line with policy and procedures.
9. To promote and provide examples of good practice within the designated specialism.
10. To work effectively with adults and have insight into their social, health, cultural and community needs.
11. To provide structured supervision in line with the organisations policy.
12. To induct, supervise, and monitor staff within the team to ensure that performance is to a high standard

13. To monitor and review operational policies.

Educational and Training

To ensure the resources of the Locality are designed and allocated in a manner which:

- Encourage team members to enhance and develop their skills and training.
- Ensure individuals are aware of local services and benefits they can access.
- To provide advice, support and expertise to colleagues within the business unit, to include student supervision, group meetings, audits and field work observations to ensure continued development of practice standards

Development

14. To develop a detailed knowledge of the locality and resources available within it.
15. To develop an in depth knowledge of Health and Social Care and be innovative in their management and to act as a resource to service users and colleagues.
16. To identify gaps in service provision and champion service developments to address identified need.
17. To promote and bring about positive change in the delivery of social care services.

Professional Governance

18. To be responsible for own professional development and keep up to date on current trends and changes.
19. To work within appropriate codes of practice.
20. To identify and address own supervision needs.
21. To initiate and influence the development of policies, procedures and guidelines relating to long term conditions and preventative services.
22. To be involved in all aspects of governance including development of audits and the safe effective use of resource and equipment.
23. To manage information systems where appropriate.

Communication and Working Relationships

The post holder has recourse to the following for advice:

- Service Manager
- Director of Operations

Health and Safety

The post holder will be expected to comply and promote the Health and Safety Policies.
To undertake any other duties as required within the level of post.

KEY RELATIONSHIPS: Adult Social Care Teams
Adults and older people in the locality
All relevant statutory, voluntary and independent agencies

PERSON SPECIFICATION

ATTRIBUTES & CRITERIA		METHOD OF ASSESSMENT
EXPERIENCE <ul style="list-style-type: none"> • Extensive experience of working in health/social care at practitioner level. • Experience of working in partnership with primary and secondary care • Comprehensive assessment skills • Experience of project development that improved delivery of service. • Experience of working within safeguarding policies and procedures • Experience of supervising qualified staff. 	Essential 1 Essential 2 Essential 3 Desirable 1 Essential 4 Desirable 2	Application Form Interview References
QUALIFICATIONS/TRAINING <ul style="list-style-type: none"> • Professional Nurse/Social Work/OT. • Safeguarding Adults training • Qualified Best Interest Assessor under the DoLS if applicable 	Essential 5 Essential 6 Essential 7	Application Form Certificates
APTITUDES AND ABILITIES <ul style="list-style-type: none"> • Ability to determine risk levels and effectively manage this in collaboration with other professionals. • Able to draw additional resources into the team. • Ability to apply oneself to a mix of operational issues. • Ability to manage and work within budgets. • Ability to demonstrate leadership and management skills. • Ability to give formal and informal supervision • Ability to communicate clearly and effectively in a variety of formats. • Ability to manage conflict 	Essential 8 Essential 9 Essential 10 Essential 11 Essential 12 Essential 13 Essential 14 Essential 15	Application Form Interview References
KNOWLEDGE <ul style="list-style-type: none"> • Understanding of local and national agendas in relation to social and healthcare service provision • Awareness of the significance of service delivery, staff development and supervision and staff care • Good knowledge of long term conditions and working in localities. • A detailed understanding and knowledge of adult social care and health policies. • A detailed understanding of relevant legislation 	Essential 16 Essential 17 Essential 18 Essential 19 Essential 20	Application Form Interview References
ATTITUDE/MOTIVATION		Application Form

<ul style="list-style-type: none"> • Able to work to tight and changing deadlines. • Focused on working to outcomes. • Creativity and resourceful in utilising full range of resources within locality. • Able to provide appropriate levels of support to multi-disciplinary team. 	Essential 21 Essential 22 Essential 23 Essential 24	Interview References
OTHER FACTORS <ul style="list-style-type: none"> • Enhanced DBS Check 	Essential 25	Interview Satisfactory DBS Disclosure