

Leeds City Council

Job Description

Job Title:	Team Manager	Salary	SCP 46-49
Service Area:	Assessment & Care Management	Grade	PO6
Directorate:	Adult Social Care		
Responsible To	Operations Manager (Service Delivery Manager)		
Responsible For	Team of Social Workers, Social Welfare Officers, Social Work Assistants, / Team of Occupational Therapists, Occupational Therapy Assistants, Rehabilitation Officer (visual impairment), Trainees and Students		

Job Purpose: To manage the Social Work /Disability Services Team in the provision of high quality Social Care Services and ensure that the statutory duties and responsibilities of the Local Authority are being met.

Responsibilities

1. Responsible for delivering within their service area agreed business and service priorities for Adult Social Care.
2. The appropriate allocation of work and motivation of the Social Work /Disability Services Team
3. Deal with all staff management issues promptly, including recruitment & selection, probation and supervision of Newly Qualified Social Worker's/Occupational Therapists, Social Work staff, Rehabilitation Officers (visual impairment), Occupational therapy Assistants staff, attendance management, staff supervision, performance, grievance and disciplinary issues with assistance and support from local HR and BSC.
4. To ensure high performance standards are met by monitoring self, individual and team performance and identifying developmental and training needs where appropriate.
5. To ensure that casework is the subject of planning, review and evaluation.
6. The effective use of resources and management of appropriate financial resources within available budget's and under the supervision of the Service Delivery Manager.
7. The delivery of Safeguarding in accordance with agreed Directorate policies and procedures.
8. Carry out the role of a member of the Area Management Team/Mental Health Unit Management Team, deputising for other's where deemed necessary.
9. Contribute to departmental working parties as required.
10. To contribute to developing and improving the Directorates services using a strategic, creative and innovative approach to service development and delivery.
11. To participate in and provide training and development activities as necessary to ensure up to date knowledge, skills and continuous professional development.
12. To undertake other duties appropriate to the post as required by the Service Delivery Manager.
13. To comply with the requirement's of all Leeds City Council policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.
14. To actively promote and support Leeds City Council's policies on Equal Opportunities and to work in an anti-oppressive manner.

15. In the role of Team Manager within the Mental Health Team, to act as an Approved Mental Health Professional.

Relationships:

The post holder will be expected to work as a member of the area management team, maintaining close working relationships with other colleagues, service users, carers and other agencies.

Physical Conditions:

The post holder will be either community based working from an area office or working within a hospital setting. All area offices/hospital social work offices are non smoking environment's, however the post holder may be required to visit establishment's or service users' homes where other people may smoke.

Social Conditions:

Normal Office hours are 8.30am – 5.00pm Monday to Thursday and 8.30am - 4.30pm on Friday. Variable working arrangements, including evening and/or weekends, may be necessary on occasion to complete on-going casework, emergency situation's, evening visits or meetings.

Economic Conditions:

Terms and conditions of employment are in accordance with collective agreements negotiated from time to time by the National Joint Council (NJC) for Local Government Services set out in the National Agreement on Pay and Condition's of Service and as supplemented by local collective agreements reached with trade unions recognised by the Council and by the Rules of the Council.

PROSPECTS

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression.

Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training: The Council has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Qualifications: The post requires that the post holder has the CQSW/DipSW or equivalent qualification or Diploma in Occupational Therapy or equivalent qualification. You should be registered with the General Social Care Council (GSCC)/Health Professions Council (HPC) upon commencement of the post and maintain this registration.

SPECIAL CONDITIONS This post is subject to a higher level check with the Criminal Records Bureau. In discharging its function under the Local Authority Social Services Act 1970, the Directorate is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Prepared / Reviewed by:
Name John Lennon

Job Description Approved by:
Name

Designation Chief Officer Access & Inclusion
Date: 26th February 2012

Designation
Date:

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities:

Candidates will only be short listed for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

ESSENTIAL REQUIREMENTS

Skills Required

MOA

1. Ability to pass varied and complex information effectively, accurately and concisely using a variety of formats.
2. To demonstrate the ability to motivate and inspire team member's to consistently raise standards in practice.
3. Ability to empower self and others including service users, ensuring high ethical standards in practice.
4. Ability to demonstrate sound theoretical understanding and the ability to critically apply theory in practice.
5. Ability to analyse complex situation's, identify indicators of risk and make considered decisions within a risk management framework within timescales and with consultation with local management.
6. Ability to actively promote the change management agenda at team and area level.
7. Ability to demonstrate a strategic and structured approach to team and area level link to the Directorate Business Plan
8. Ability to check and audit individual support packages.
9. Ability to manage a budget and have an understanding of how this meets the business needs of the Directorate under the supervision of line management.
10. To be involved long term financial planning and to contribute towards the planning, preparation, provision and analysis of information in relation to budget's.
11. Ability to analyse and understand statistical information
12. Ability to prepare and present information and report's on complex issues to a variety of different audiences
13. Ability to demonstrate advanced negotiating skills to ensure effective solutions to complex and difficult situation's.
14. Ability to contribute to the overall development of services for Adults within the Change Management Agenda.
15. Ability to develop constructive working relationships with other Agencies.
16. Ability to develop, manage, motivate and lead an Adults Social Work / Disability Services team and offer appropriate professional supervision, giving clear and specific guidance on performance based on the competency framework review.
17. Ability to manage caseloads and supervise the caseload of others and to consistently raise practice standards.
18. Ability to set targets and monitor performance in line with strategic and Directorate business plans.

Knowledge required

MOA

1. DipSw or Equivalent .

<ul style="list-style-type: none"> 2. Understanding of local government and the social, political and legal context in which it operates. 3. Understanding of adult care legislation and current issues affecting the provision of Social Services. 4. Understanding of the work of other key Agencies. 4. Of the current developments affecting the provision of services to adults, including mental health and disability issues. 	
Experience required	MOA
<ul style="list-style-type: none"> 1. Of providing structured supervision for staff and/or students. 2. Post qualified experience. 3. Developing inter-agency and multi-disciplinary approaches to issues 	
Behavioural & Other Related Characteristics required	MOA
<ul style="list-style-type: none"> 1. Committed to continuous improvements. 2. Ability to understand and observe the Council's Equal Opportunities Policy. 3. To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies and Code of Conduct. 4. Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development. 5. Demonstrate a positive approach and commitment to providing training and development for your staff. 	

DESIRABLE REQUIREMENTS	
Skills	MOA
<ul style="list-style-type: none"> 1. Competent in the use of information technology, including word processing and databases. 	
Knowledge required	MOA
<ul style="list-style-type: none"> 1. A management qualification. 2. car driver. 	
Experience required	MOA
<ul style="list-style-type: none"> 1. Of management of multi agency work. 2. Experience of developing new approaches to work related issues. 	
Behavioural & Other Related Characteristics required	MOA
<ul style="list-style-type: none"> 1. Knowledge of the problems of disadvantaged groups. 	