

## Job Profile

Position Details	
Post	Team Manager
Service Area	Adults & Health/Adults/Social Services
Reports to	Head of Assessment & Safeguarding
Grade	P07
Job Family	

Role Purpose
<p>To manage a team of social workers, social care staff within the Assessment and Safeguarding Service.</p> <p>To be responsible for the day to day delivery of assessment, care management and reviews to the specified adult user group and their carer's.</p> <p>To ensure services are delivered that are consistent with equal opportunities and are Care Act compliant and ensure residents, service users and carer's are safeguarded.</p> <p>To manage budgetary responsibilities regarding staffing, operations, and care purchasing.</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To manage and supervise a team of Practice Managers, Social Workers, Care Managers, social work students and administrative staff. This will include the implementation of staff performance, development, and review policies.</li> <li>2. To manage the workload of the team, ensuring that the care management process is robust: that assessment of need demonstrate good practice and that case reviews are carried out on time. To ensure that the service is in line with statutory requirements, eligibility criteria and department policy.</li> <li>3. To monitor, evaluate and develop the service provided by the team, ensuring that the service is in line with departmental policy, practice, and priorities.</li> <li>4. To ensure that the work of all team members conforms to good practice and is Care Act compliant.</li> <li>5. To manage a commissioning budget by close monitoring of the weekly cost of packages of care.</li> <li>6. To ensure that packages of care are innovative, cost effective and provided in line assessed needs.</li> <li>7. To contribute to overall service planning and the implementation of service developments.</li> <li>8. To undertake assessments of community, need in Haringey, making recommendations to the Service Manager as to the implications for service delivery.</li> </ol>

9. To work with Health professionals in ensuring seamless services for adults in relation to hospital discharge, continuing and palliative care and joint packages of care.
10. To ensure the implementation of the Safeguarding Adults Policy and Procedure.
11. To ensure all duties in relation to Mental Health legislation are undertaken in relation Adult service users.
12. To work with other agencies to secure appropriate funding to meet older adults assessed needs.
13. To be responsible for the implementation of the sickness monitoring policy in relation to the staff team.
14. To ensure that carer involvement is paramount, and that carers assessments have high priority.
15. To personally maintain professional competence and keep abreast of developments, by training and other methods.
16. To ensure that financial and non-financial indicators of performance are produced and monitored, and that internal and external performance targets are met.
17. To ensure that case file recording and client information is maintained on the social care system, completed according to standard and linked to Performance Indicators.
18. To be responsible where appropriate for the recruitment, selection, appointment, and induction of new staff, in accordance with equal opportunities and department policy.
19. To identify staff training needs and ensure high standards of professional practice through systematic individual and team development.
20. Within delegated authority, investigate complaints according to department procedures.
21. To identify matters that might lead to disciplinary proceedings. Within departmental guidelines, carry out investigations on possible disciplinary matters for action, as necessary.
22. To be responsible for effective communication and working relationships between the team, the rest of the department, partners, and other agencies.
23. To attend, organise and chair meetings as appropriate and as requested, within the department and with other agencies.
24. To deputise for the line manager as and when required.
25. To uphold and further the Council's equal opportunities policies and to deliver effective and appropriate services fairly and without discrimination.
26. To undertake any other duties consistent with the basic objectives of the post as may be required from time to time by the line manager.

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge, and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection, and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Social Work Qualification, CQSW/CSS, or Dip SW	E
Management Qualification /DMS equivalent	D
A minimum of 5 years post Qualification experience inc. work experience in the statutory or voluntary sector relating to adults, including experience within a local authority.	E
Experience of complex decision making including evaluating risk management.	E
Experience of supervising staff or students.	E
Operating within a statutory framework	E
Ability to present information and compile and produce written reports.	
Experience of inputting and accessing computer data	D
A sophisticated understanding and some experience in the management of change in this area.	E
Ability to communicate effectively with a wide range of client groups and liaise with outside agencies and other professionals.	E
Ability to lead, impart a vision, and to work as part of a team.	E
A high level of interpersonal skills.	E
Ability to manage a complex commissioning budget.	E
Ability to critically examine systems and practice, initiate and implement change to meet organisational needs.	E
Ability to identify, assess and meet staff development and training needs.	E
Ability to manage workload and stress.	E

Ability to manage performance. Conflict/crisis management.	E
Clear understanding of the care management process and all related practice and legal issues.	E
Knowledge/experience in policy development and its implementation.	E
Knowledge / experience of working with users and carers from multi-cultural backgrounds.	E
Commitment to equalities in employment and service provision.	E
Understanding of Council policy on equalities.	E

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Team Manager</li> <li>2. Assistant Director</li> <li>3. Service Manager /Head of Service</li> <li>4. Social Work and Care Management Staff</li> <li>5. Administrative and Business Support Staff</li> <li>6. Health and Voluntary Sector Partners</li> </ol> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>