

**Job Description**

**Job Title: Team Manager – Wheelchair Services**

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** People Care

**Job Profile:** PC 6

**Directorate: People Services**

**Job Ref No:**

**Work Environment: Independent Living Centre**

**Reports to: Service Manager, Occupational Therapy**

**Number of Reports: 5**

**Purpose:**

To represent, organise and control Wheelchair Services in order to deliver the service efficiently, to standard and within budget.

Ensure effective performance management for the services within the responsibility of the post

Ensure the Service Manager is kept aware of trends; quality and availability of resources

Contribute to Projects on behalf of the Service Manager

**Key Responsibilities:**

To plan and organise own work and that of the team.

To supervise team members and ensure high quality services to customers.

To motivate, lead and develop team members.

To ensure continuity of service delivery.

To work with key partners in order to ensure effective service provision.

To continuously review business processes and procedures in order to ensure effective and efficient service delivery.