

DARLINGTON BOROUGH COUNCIL

ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Team Manager (Adult Services)
<u>GRADE :</u>	Q
<u>JOB EVALUATION NO.</u>	B1523
<u>REPORTING RELATIONSHIP</u>	Service Manager (Adults)
<u>JOB PURPOSE :</u>	To be a technical authority in social care practice (in relation to adults with a disability and older people) in the local authority with acknowledged depth of expertise, including the assessment and appropriate management of risk. To develop effective practice through direct development of others and through driving practice improvement across the service by actively participating in process/procedure and policy/strategy development. To deal with the most complex cases, partly in order to maintain credibility and experience in the field.
<u>POST NO.</u>	D11678
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. To act as a recognised expert within the specialist field.
2. To mentor, provide advice and support, and as appropriate co-work with, other social workers or multi-disciplinary team members in relation to complex cases.
3. Responsible for development and implementation of innovative ways of working, taking into account research and experience from own and other services.
4. Participate in development of strategy/services/policies for specialised field: initiate and undertake research in own field:
5. Undertake or contribute to professional casework supervision of other social workers.
6. Provide supervision for SWs, students and trainees, as requested:
7. Supervise and manage a social work team and support staff.
8. Practice teacher for students and/or lead staff development activities.
9. Take the lead in initiating, developing and sustaining internal and external working relationships with other professionals, partner organisations and external agencies promoting effective integrated working.

10. Chair reviews/ planning meetings/ case conferences/ strategy meetings as appropriate to specialised field/ local structures.
11. Act as a representative for the local authority in court proceedings, statutory panels and with other agencies.
12. Ensure the coordination and completion of assessments of needs, risks and options for adults with the most complex/high risk care needs and/or circumstances, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
13. Intervene in emergency situations to protect vulnerable adults and initiate the appropriate statutory or other actions required: undertake adult protection investigations, as requested.
14. Ensure effective case management responsibility is in place for a caseload of complex cases, including development of appropriate packages or programmes of care, working in partnership with individuals, their families, carers, and with other agencies; undertake ongoing and urgent case reviews, as necessary.
15. Maintain and update records in accordance with departmental policies; write reports, as required, including reports for courts and tribunals.
16. Exercise budgetary responsibilities as delegated by the Head of Service, including assessing care packages from a financial perspective.
17. Support the Service Manager in service planning activities, reviewing the service to ensure value for public money and potential efficiencies maximised.
18. Deputise for the Service Manager as required.
19. To safeguard and promote the welfare of adults for whom you have responsibility, or with whom you come into contact, to include adhering to all specified Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
20. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
21. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
22. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
23. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a manager and employee in line with these.
24. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
25. Any other duties of a similar nature related to this post that may be required from time-to-time.

26. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
27. "This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers".
28. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee may be subject to rechecking as required from time to time by the Council.

Date: updated August 2018

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PERSON SPECIFICATION
TEAM MANAGER (ADULTS SERVICES)
ADULTS SERVICES

D11678

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	A relevant professional Social Work qualification, i.e. CQSW, DipSW, CSS or equivalent	E	
2	Evidence of continuous post-qualifying training relevant to specialism or Certificate in Advanced Professional Development in specialist social work	E	
3	Management Qualification		D
4	Leadership Skills		D
	Experience & Knowledge		
5	Approx. four years Post qualifying experience at senior practitioner level in a similar role.	E	
6	Approx. one years' experience of working at a senior level	E	
7	Approx. one year's experience of working with Safeguarding Adults and Domestic Abuse issues	E	
8	Approx. two years experience of managing a team including performance development	E	
9	An up to date detailed working knowledge of relevant legislation, policies and principles e.g. <ul style="list-style-type: none"> • Mental Capacity Act & Mental Health Act and the Deprivation of Liberty Safeguards • The Care Act 2014 • Person Centred Approaches. 	E	
10	Experience in the development and implementation of systems, strategies, policies and procedures	E	
11	Experience of effective budget management	E	
12	Knowledge of relevant reports of enquiries	E	
13	Experience of managing performance within the required frameworks	E	
14	Experience and knowledge related to specific service user group and their requirements	E	
15	Variety of experience across social work settings		D
16	Working knowledge of Departmental and Local Authority procedures and regulations, e.g. Recruitment and Selection, Disciplinary Procedures and Financial Regulations, Best Value		D

Skills			
17	Ability to relate to a wide range of people, including service users, families/carers, colleagues and other agencies	E	
18	Ability to work positively with partners and colleagues to ensure the best outcomes for adults and their carers	E	
19	Proven management abilities	E	
20	Ability to plan, determine goals, establish and implement plans of action, communicate them effectively and delegate.	E	
21	Able to motivate, enable and organise self and others.	E	
22	Ability to communicate both verbally and in writing to a wide range of audiences. Including facilitation/completion of complex assessments and writing detailed reports with skill and understanding.	E	
23	Awareness of impact of decisions/actions on others.	E	
24	Ability to establish priorities and achieve deadlines	E	
25	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	E	
26	The ability to manage complex cases with knowledge skill and sensitivity	E	
27	The ability to highlight the need for immediate and future changes to improve practice wherever necessary	E	
28	IT Literate, capable of using electronic social care records and accessing other electronic recording systems (e.g. LiquidLogic, Carefirst or similar)	E	
Personal Attributes			
29	Ability to be able to identify and solve problems	E	
30	Flexible and responsive approach to a fast changing working environment	E	
Special Requirements			
31	Ability to form and maintain appropriate relationships and personal boundaries as required by the role.	E	
32	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
33	Suitability to work with vulnerable adults.	E	
34	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
35	Capable of independent travel to carry out the requirements of the post	E	
36	Registered with HCPC	E	
37	Satisfactory Enhanced DBS check including Adults' Barred List	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

[Adults posts only] Due to changes in legislation, there is significant emphasis on health and social care working together to make services available outside the standard hours for 7 days a week. Working patterns may be subject to change in order to meet these statutory requirements and this will provide real opportunities for flexibility and improved balance between work duties and interests / commitments outside of work.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

In addition, Social Workers within two years of qualification appointed to permanent posts or temporary posts for a minimum of 6 months will be required to register onto the Assessed and Supported Year in Employment (ASYE) programme. In the case of permanent posts, continued employment will be subject to successful completion of the programme which normally takes 12 months.

If you have already successfully completed the programme, you will be required to produce a copy of the relevant certificate issued by The College of Social Work.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.