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| **Post Title** | Assistant Team Manager Grade H |
| **JE Reference** | A2021 | **Grade**  | H | **SCP Range** | 33-35 |
| **Directorate** | Adult and Communities Directorate |
| **Service** | Adult Care Department |



**Reporting line:**

Team Manager

Assistant Team Manager (Grade H)

Social Worker (Grade F – G+)

Social Care Officers (Grade F)

**Job Purpose:**

To provide a comprehensive social work service within the post holders area of responsibility in accordance with best practice and current legislation.

**Relationships:**

**Accountable to:** Team Manager

**Accountable for:** Social Workers and Social Care Officers

**General Contacts:** The post holder will interact on a regular basis with adults with care and support needs, adults in need of protection their families, carers and other professionals involved in their care.

**Key duties and responsibilities:**

1. To undertake appropriate levels of assessments of need in line with national guidance, legislation, Social Work England Professional Standards alongside departmental policies/procedures and guidance.
2. To develop and implement plans to meet the assessed needs of adults and their families/carers and to undertake the role of allocated worker.
3. To work in partnership with service users and carers in the assessment, planning and review of services.
4. To work in partnership with other departments within the local authority, other statutory, voluntary and independent agencies.
5. To ensure that professional standards and practice are maintained and that responsibility for practice and decision making is undertaken commensurate with the level of experience, knowledge and grade.
6. To be able to recognise safeguarding situations and report through agreed processes to enable appropriate action to be taken.
7. Consistently undertaking safeguarding adult’s investigations, court work and complex cases. Working with an increased level of autonomy in managing case work.
8. To have successfully completed a recognised post qualifying training course in a practice specialism e.g. ABE; BIA, Systemic Practice, Attachment & Attunement.
9. To assist in the training and development of staff including undertaking the roles of Practice Educator and mentor other social workers.
10. Assess and support NQSW’s through the ASYE programme.
11. Deputise for the team manager in their absence as agreed by the service manager.
12. To supervise social workers and social care officers as directed by the team manager.
13. To Chair strategy and review meetings.
14. Represent the department on strategic operational matters as required.

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** September 2020 **Author:** Deborah Lovatt

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| **POST TITLE** | **GRADE** |
| Assistant Team Manager  | H |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Understanding of department policies and procedures including Equal Opportunity policy and the ability to comply with these
* Evidence of recent working with vulnerable adults, their families and carers (
 |  | A, I |
| **SKILLS AND ABILITIES** | * Effective communication skills (written and verbal)
* The ability to develop new skills
* Organisational and time management skills Ability to undertake assessments of service users and their carers
* Ability to develop and implement plans and provide/coordinate services to meet assessed need, demonstrating good interpersonal skills
* Ability to work effectively in partnership with service users and their families, other departments within the Authority and with other agencies
* Understanding lines of accountability
* Understanding of the concept of performance management at both an individual and organisational
* IT Skills
* Court and advocacy skills
 |  | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Recognised qualification e.g. BA – SW/DipSW/CQSW/CSS
* Relevant post graduate qualification e.g. Practice Educator/Best Interest Assessor/Achieving Best Evidence
 |  | A, I |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Evidence of own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
* Ability to act with confidentiality on all matters
 | Full driving licence  | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
* Evidence of having completed training in equality and diversity awareness
 |  | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
* Evidence of surpassing customer expectations or service targets / goals
 |  | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)** A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE R = REFERENCE