

Team Leader

Job Description

Reports to: **Manager**

Direct reports: **Staff allocated**

Evaluation: **620 points**

Grade: **N9**

Reference: **AA332**

Purpose

To work with and deputise for the manager to deliver effective operational services and manage designated staff to achieve service objectives.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To fulfil delegated responsibilities for managing the operation of the service during a particular shift. To undertake sleep-in duties and associated responsibilities as required.
2. To be responsible as delegated for the management and monitoring of staff, adults, and resources, including the fabric and fittings of the resource building/work area.
3. To be responsible for learning and development, supervision and appraisal of members of the staff team.
4. To participate in the development and training of service providers and the induction of new service providers.

5. To undertake, as delegated, any tasks in relation to the requirements of being registered with the Care Quality Commission.
6. To ensure accurate records are maintained in accordance with directorates corporate and national standards.
7. To establish and maintain daily routines to promote and enable the general health, safety and welfare of adults, other staff, and self, in accordance with Directorate Health and Safety policies and procedures.
8. To be responsible for safe working practices within the service and implementation of national and local procedures and standards regarding Health and Safety, Fire, Hygiene and Medication.
9. To co-ordinate and participate in all aspects of statutory training, including Moving and Handling, Fire Safety, Food Hygiene, Emergency Aid, COSHH and updates with Human Resources.
10. To work with and be responsible, as delegated, for managing and monitoring the allocated budget in accordance with Social Services and City Council financial regulations and policy.
11. To contribute to service development and improvement and actively participate in working parties and planning groups as directed by the Manager and/or Manager Care Services.
12. To establish and maintain good working relationships with officers from other directorates, agencies and organisations to ensure effective communication and service provision.
13. To understand and share the values of the team within Care Services and to model and promote good practice.
14. To be involved as required in the investigation of any complaints and/or incidents.

15. To contribute to service development by undertaking specific projects and assessments of service as agreed with the Resource Manager and/or Manager Care Services.
16. To fulfil delegated responsibilities for managing the operation of the service during a particular shift. To undertake sleep-in duties and associated responsibilities as required.
17. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
18. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.