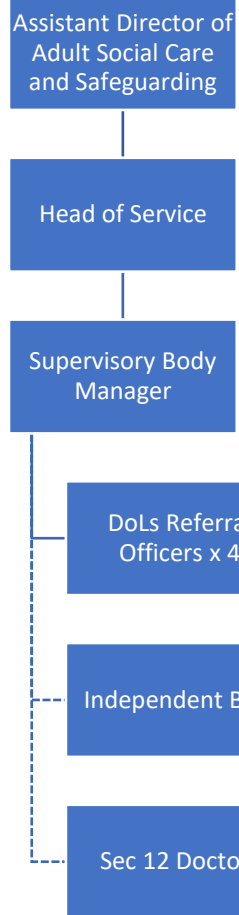
 WOKINGHAM BOROUGH COUNCIL	Job Description			Job Reference
Job Title	Supervisory Body Manager			
Service	Adult Safeguarding Service	Team	Supervisory Body	
Location	Shute End/Hybrid Working			
Reports to	Head of Adult Safeguarding & Care Governance			
Responsible for	Up to 18 staff from across professional disciplines			
Grade NRS5				
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>				
<u>Service Purpose</u>				
<p>To carry out the functions of the Supervisory Body in relation to Deprivation of Liberty Safeguards (DoLS) for Wokingham Borough Council including oversight and scrutiny of all activity under the DoLS framework. Serve as Human Rights Champion, delivering active promotion of the human rights of adults with care and support needs. Provide awareness raising, advice and guidance to professionals in order to avoid breaches in human rights. Ensure people with care and support needs have access to mechanisms facilitating their ability to contest actions of the Local Authority in court.</p>				
<u>Purpose of the role</u>				
<p>To be accountable for the efficient operation of the Supervisory Body and the quality of work generated. To provide leadership in relation to the statutory functions of the Supervisory Body and manage all staff within it. To provide governance and drive forward practice standards in all work related to the DoLS framework. To work with all stakeholders to ensure knowledge, policies, procedures, practice, and collaborative approaches to delivery are effective to support positive outcomes.</p>				
<u>Main Accountabilities</u>				
1	Manage day to day operational activity of the Supervisory Body. Including ensuring appropriate allocation of work, achievement against KPI's, management of resources, oversight of delivery, escalation of issues arising as appropriate and effective sign off on completed work ensuring statutory Duties and Duty of Care are fulfilled.			
2	Lead and be accountable for all aspects of management of staff within the Supervisory Body, including ensuring all corporate policies and procedures are implemented and effective recruitment, retention and performance management is ensured.			
3	To be accountable for governance of all activity within the Supervisory Body (both by WBC staff and commissioned independent staff, to ensure adherence to legislation, effective application of Policies &			

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

	Procedures, and that all statutory requirements and Professional Standards are met, with issues arising being addressed in the appropriate manner.
4	Ensure the team works collaboratively with all stakeholders by maintaining an active presence on local, regional, and national forums as appropriate, and by attending other meetings as a subject matter expert where it will provide added value from a strategic perspective.
5	To ensure professional relationships and engage with relevant stakeholders, in particular (but not limited to) providers of residential and nursing care, ensuring these are developed and maintained, to support development of improved knowledge and awareness of the Mental Capacity Act, DoLS legislation and frameworks and application of Human rights. Collaborate effectively, ensuring effective outcomes and developing innovative ways of working.
6	To work collaboratively with the Adult Safeguarding Quality & Development Manager and with the Head of Adult Safeguarding and Care Governance around Service Development, and deputise for other Team Managers or Service Managers when appropriate and required
7	To ensure there are clear objectives in place for the team and for all staff, which align with service objectives and plans, and with the wider corporate agenda.
9	Be responsible for ensuring timely and sensitive resolution of customer complaints as early as possible, ensuring dissemination of lessons learned.
10	To use effective leadership skills, to effectively support and manage staff during periods of transformation and change,
11	To have awareness of the social, political, and financial environment the council operates within and appropriately respond to this.
12	To work across the ASC service as needed to meet the demands of the service.
Supervision Received	At least four weekly from Head of Service.
Supervision Given	DoLS Referral Officer, other registered or non-registered staff as required, and depending on the needs of the service.
Contacts & Working Relationships	Members of the community, Team members, other council services, Voluntary Sector, Care Providers, Commissioning teams, colleagues at a similar level in Health, Police, Fire Services, Finance colleagues in addition to Senior Management within WBC.
Management of resources or budget	Robust oversight of resource allocation to ensure effective use of budget of up to £1 million, whilst discharging statutory Duties. Delegated sign off on spend of £10k/annum against social care budgets. Management of a team of up to 18 staff from across professional disciplines.

Organisation Chart



Person Specification	
Qualifications	
Essential	Desirable
Social Work or Occupational Therapy qualification. Including registration with appropriate Body (SWE/HCP). Willingness to undertake continuous professional development	Management qualification or working towards one.
Technical Skills	
Essential	Desirable
Ability to make non routine and complex judgements, including when under pressure, and escalating as and when appropriate. Strong IT skills, including proficient user Of Microsoft Office and client record systems	

Knowledge, Skills and Abilities	
Essential	Desirable
Demonstrable expert knowledge of the Mental Capacity Act 2005, Deprivation of Liberty Safeguards and interfaces with the Mental Health Act and Human Rights legislation.	
Excellent prioritisation and time management skills.	
Ability to manage others in a fast-paced environment	
Demonstrable ability to communicate and work with people at a range of levels, across a range of situations and settings.	
Analytical skills, with the ability to negotiate and problem solve and find creative and innovative solutions.	
Ability to effectively produce and present information in a range of formats and to a variety of audiences, including senior management, e.g., reports, presentations etc.	
Ability to represent the Council in a range of forums and in accordance with the Council's values and standards.	
Knowledge of the legal and policy framework in relation to the role.	
Ability to use and act on performance data, to inform operational activity within the team.	
Experience	
Essential	Desirable
Experience of working collaboratively in multiagency environments.	Demonstrable experience of having taken an active role in governance frameworks.
Experience of conflict management.	
Demonstrable experience of supervising and/or managing people in an adult social care or health setting.	

Completed by:		July 2023
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