

 WOKINGHAM BOROUGH COUNCIL	<h2>Job Description</h2>			Job Reference
<Insert the post number>				
Job Title	Team Manager			
Service	Adult Social Care and Health	Team	Integrated Mental Health	
Location	Resource House			
Reports to	Service Manager, Integrated Mental Health Services			
Responsible for	Registered and non-registered Adult Social Care Professionals			
Grade NRGSG5				Date
<For HR use only>	<Insert Permanent/Fixed Term Contract & duration> <Full Time/Part Time>			
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				
<h3><u>Service Purpose</u></h3>				
To work within the Adult Social Care Team, Mental Health Services, undertaking work with customers who have a significant mental health condition, that requires specialist social care interventions. The main aim of the service is to enable people to live safely in the community, maximising their strengths and abilities to live as independently as they they can, and supporting carers in their supporting role as long as they wish to do so.				
<h3><u>Purpose of the role</u></h3>				
To ensure that all work is undertaken within the team is an accordance with relevant legals frameworks, guidance, policy, and procedure to promote and ensure wellbeing, independence, and safety. To provide leadership, management, and support to the team, ensuring performance and quality standards are met. To deliver a culture of partnership and ensure collaborative working with all partners.				
<h3><u>Main Accountabilities</u></h3>				
1	Manage the day-to day operational activity of the social care team, allocation of work, achievement of KPIs, management of resources, oversight of service delivery, escalation of issues arising, effective sign off on completed work ensuring statutory duties are fulfilled.			
2	Lead and be accountable for all aspects of management of staff within a social care team, including ensuring all corporate policies and procedures are implemented and effective recruitment, retention and performance management is ensured.			
3	Ensure the team works collaboratively with all stakeholders by ensuring appropriate use of multiagency frameworks and meetings, including chairing the most complex meetings as appropriate,			

	e.g., professionals' meetings, case conferences etc.
4	To lead and ensure professional relationships with relevant stakeholders are developed and maintained, including with voluntary services, to enable collaborative multiagency working, develop innovative ways of working, and encourage an open and transparent dialogue.
5	To be accountable for ensuring statutory Duties concerning Adult Safeguarding activity undertaken within the team are effectively discharged in accordance with Sec 42 Care Act 2014 and Pan Berkshire Policies & Procedures. To ensure Safeguarding functions within the team are allocated according to staff have the necessary experience for the functions required.
6	To work collaboratively with the Service Manager around Service Development and deputise for the Service Manager 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.
8	To be accountable for governance of all activity within the team to ensure adherence to legislation, effective application of Policies & Procedures, and that all statutory requirements and Professional Standards are met, with issues arising being addressed in the appropriate manner.
9	Be responsible for ensuring timely and sensitive resolution of customer complaints as early as possible, ensuring dissemination of lessons learned
10	To have awareness of the social, political, and financial environment the council operates within and appropriately respond to this.
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.
13	To contribute to the strategic direction and development of Adult Social Care via participation as member of the Senior Management Team.
Supervision Received	4 weekly by the Service Manager Integrated Mental Health Services .
Supervision Given	Qualified and Unqualified Professionals
Contacts & Working Relationships	<i>Team managers, practitioners (qualified and unqualified), Heads of Service, Assistant Director, Senior Managers in Partner Organisations, Legal Advisors, members of the public, preparing Member responses.</i>
Management of resources or budget	Operation management consummate with the Budgetary Controls

Special Factors	<p>Special Factors: To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager</p> <p>DBS (Enhanced) required</p>
<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; background-color: #e0f2f7; padding: 10px; margin: 10px auto; width: 80%;">Assistant Director Integrated Mental Health Service – Adult Social Care</div> <div style="width: 1px; height: 20px; background-color: black; margin: 5px auto;"></div> <div style="border: 1px solid black; border-radius: 10px; background-color: #e0f2f7; padding: 10px; margin: 10px auto; width: 80%; color: red;">Service Manager – Adult Social Care MH</div> <div style="width: 1px; height: 20px; background-color: black; margin: 5px auto;"></div> <div style="border: 1px solid black; border-radius: 10px; background-color: #e0f2f7; padding: 10px; margin: 10px auto; width: 80%;"> Team Manager – AMHP Lead Team Manager Assessment Team Manager Operations </div> </div>	

Qualifications	
Social Work Degree or equivalent Registered Mental Health Nurse or LD Nurse Registered Occupational Therapist	Essential
Management qualification, or equivalent significant experience	Essential
AMHP	Desirable
Proficient IT skills including use of Microsoft Office and Social Care systems	Essential
Knowledge, Skills, and Abilities	Essential

Strong knowledge of relevant legal and policy frameworks	Essential
Excellent knowledge of Adult Social Care legislation, Mental Health, and the MCA.	Essential
Problem solving, and negotiating skills, including ability to think creatively	Essential
Understanding of best practice to deliver integration of social care and within an integrated service.	Essential
An understanding of change management and service development	Essential
Experience of managing operational budgets.	Desirable
Experience of networking and partnership working, including across Health, Social Care and the VCS.	Desirable
Ability to plan work and time for self and others	Essential
Ability to deal with the public, senior representatives of involved agencies and other professionals regarding non routine and sensitive issues, and across diverse backgrounds	Essential
Excellent skills in presenting and communicating clearly and concisely to a range of audiences	Essential
Ability to produce well researched and well written reports to required deadlines.	Essential
Ability to manage difficult and stressful conversations, resolving conflict effectively.	Essential

Ability to manage self and represent work and service in a variety of formal settings	Essential
Experience	
Experience of managing staff and providing supervision and holding people to account.	Essential
Experience of producing procedures, project work and service development	Essential
Leadership to achieve successful outcomes in a complex organisation including working across organisations	Essential
JD Completed by – Trevor Thompson Interim Assistant Director MH Transformation	22/01/24