



Job Description

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.

Post Details	
Job Title	Approved Mental Health Professional Team Manager
Service	Adult Social Care and Health/ Integrated Mental Health Service
Team	Mental Health Social Care Team
Location	Resource House
Reports to	Service Manager, Integrated Mental Health
Worker Style	Hybrid - remote working with attendance at Resource House, Council offices and community locations as required
Responsible for	Approved Mental Health Professionals and AMHPs in training (headcount/FTE to be confirmed)
Grade	NRSG5
Contract Type	Permanent
Post number (if known)	702641

Main Accountabilities	
1.	Manage the day-to-day operation of the AMHP service, including allocation of work, oversight of service delivery, resources, key performance indicators, escalation of issues and ensuring statutory duties are fulfilled.
2.	Provide professional leadership and line management for AMHPs. Lead on recruitment and retention activities, supervision, performance management, reflective practice and workforce development, ensuring AMHP competencies and professional standards are maintained.
3.	Lead the governance and quality assurance for duties conducted by AMHPs under the Mental Health Act, and any safeguarding activity associated with this.





Main Accountabilities	
4.	Maintain practice guidance and routinely audit practice ensuring accurate and thorough record keeping, along with the embedding of learning in practice to evidence continuous improvement of service.
5.	To ensure all AMHPs within the service receive regular AMHP-specific supervision, ensuring compliance with AMHP competencies, and have systems in place to provide assurance this has occurred. Also, that AMHPs are provided with debrief space and reflective space as part of their regular meetings.
6.	To oversee AMHP recruitment, training, approval and re-approval, and ensure work complies with legislation, policy and procedure.
7.	Develop and maintain effective multi-agency relationships with health services, Police, ambulance services, Section 12 doctors, and probation
8.	To develop the AMHP service to allow for the voice of patients and carers to be heard through feedback initiatives to improve the service and so that carers and patients can be part of our AMHP approval panel or interview panels as part of our Social Care Future work
9.	Represent the AMHP service at relevant local, regional and national forums, and chair complex meetings where required ensuring actions and learning are shared with AMHP team and Mental Health Social Care team.
10.	Use performance and activity data, customer and carer feedback, complaints and service intelligence to identify gaps, improve quality and shape service development.
11.	Develop, implement and review the AMHP Strategy and AMHP development pathway to ensure sufficient AMHP workforce Develop, implement and review the AMHP Strategy and AMHP development pathway.
12.	Lead on or directly undertake forensic casework and social supervision for restricted patients in line with Ministry of Justice guidance and local processes (if needed by service)
13.	Provide operational management support across Mental Health Social Care and deputising for the Head of Service/Service Manager when required.
14.	To work as a duty manager for the Mental Health Social Care Team to support duty staff on a rota with other managers. This will require good working knowledge of the Care Act and local processes.

Person Specification	Essential	Desirable
Education/Qualifications	Professional qualification as a social worker, registered mental health or learning disability nurse, or occupational therapist Current AMHP qualification and relevant professional registration Experience of working as an AMHP	Further leadership or management qualification Training in social supervision and forensic mental health/experience of this role.
Experience	Managing staff, providing supervision and holding people to account Operational management within mental health or adult social care	AMHP Leadership Producing procedures and practice guidance





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	Applying the Mental Health Act, Care Act and adult safeguarding duties in practice Multi-agency working and managing complex or high-risk situations Producing clear reports to deadlines	Project work, service improvement and strategy development Leading forensic casework and social supervision
Skills/Knowledge	Strong knowledge of the Mental Health Act 1983, Care Act 2014, AMHP regulations and relevant guidance Able to lead, support and manage an AMHP team Able to analyse performance and activity data and use findings to improve services Confident in chairing complex meetings and representing the service in formal settings Clear written and verbal communication, including managing difficult conversations and conflict Able to work collaboratively while maintaining professional accountability Confident use of Microsoft Office 365 suite including Copilot to enhance personal and team efficiency	Confident use of Microsoft Excel and Microsoft Copilot to support analysis, reporting and service improvement Knowledge of Ministry of Justice guidance for restricted patients and local forensic processes

Purpose Details	
Service Purpose	The AMHP (and Forensic Team) provides specialist social care interventions for adults with a serious or suspected mental health condition, including statutory Mental Health Act work and social supervision. The service supports people to live safely in the community, maximise their strengths and independence, and supports carers in their caring role for as long as they wish to continue.
Role Purpose	To ensure Mental Health Act (and forensic social work) activity is delivered lawfully, safely and to a high professional standard. The role provides operational and professional leadership to the AMHP workforce, leads service governance and quality assurance, develops effective system partnerships, and acts as the point of escalation for Mental Health Act matters.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.





Organisation Chart - Integrated Mental Health Service

Service Director for Integrated Mental Health Services



Service Manager Mental Health Social Care



Team Manager Mental
Health Social Care x 3

AMHP Lead



AMHP-specific supervision and
line management supervision:

1.2 FTE Senior Social worker
/AMHPs (working solely as
AMHPs)

AMHP-specific supervision:

8 FTE Senior Social Worker/Social Worker
AMHPs (AMHPs and Case work)

Supervision and Relationships

Supervision Received	Four-weekly supervision from the Service Manager, Adult Social Care Mental Health.
Supervision Given	AMHP-specific supervision for all AMHPs and AMHPs in training, with frequency reflecting rota and professional requirements. Monthly line management and AMHP-specific supervision for directly managed staff, including access to debriefing sessions and reflective practice.
Contacts	Internal: team managers, qualified and unqualified practitioners, Heads of Service, Service Director, senior managers, legal advisers, elected members and MPs. External: Berkshire AMHP leads, Police, probation, ambulance services, acute hospitals, mental health foundation trusts, Section 12 doctors, forensic services, members of the public, patients and carers. Contacts support lawful practice, operational delivery, escalation, partnership working and service improvement.

Resources/Budget Management

Operational management of staffing and service resources in line with the Council's budgetary controls. Specific delegated budget responsibility to be confirmed.

Special Requirements

The postholder must work flexibly, including occasional evenings and other out-of-hours requirements, and be willing and able to travel. The role requires an Enhanced DBS check for adults and children. Duties may include direct forensic casework and social supervision, participation in the Mental Health Social Care duty manager rota, and work across Adult Social Care where required to meet service demands.





Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	No
Working at Height	No
Exposure to Noise (>80-85dB)	No
Confined Spaces	No
Frequent Display Screen Equipment Use	Yes
Driving for Work	Yes - travel is required
Hand Arm Vibration	No
Lone Working	Yes
Healthcare/Social Contact with Patients	Yes
Blood Borne Viruses Exposure	No
Food Handling	No
Working with Animals	Yes
Specialised Medical Screening	No
Night Working	No
Safety Critical Work	No

Nature of the Role	Details
Healthcare or Hospital Work	Yes
Working with Children (under 18)	Yes
Working with Elderly/Vulnerable Adults	Yes
Work Environment Details	Based at Resource House with hybrid working across Council





	offices, community settings, hospitals and partner locations. Travel and occasional out-of-hours work are required. This also involves lone working.
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Role Involvement	Details
Working with Children	Yes
Working with Vulnerable Adults	Yes
Both of the Above	Yes
Providing Care/Supervision for Children	Yes
Providing Care/Supervision for Vulnerable Adults	Yes
Both of the Above	Yes
None of the Above	No

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS check for adults and children.
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
DBS status must be maintained and any required re-checks completed in line with Council policy, statutory requirements and the conditions of the role. The postholder must promptly disclose relevant changes in circumstances in accordance with Council policy.

Evaluation Declaration	
Date of Evaluation:	





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Evaluated by:	
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