



## Role Profile

<b>Job Title:</b> Assistant Team Manager	<b>Role Profile Number:</b> SBC_11400
<b>Level:</b>	<b>Date Prepared:</b> April 2022
<b>Directorate/Group:</b> Adult Services	<b>Reporting to:</b> Team Leader
<b>Structure Chart attached:</b> No	<b>Enhanced DBS Check required :</b> Yes

### Job Purpose

The Assistant Team Manager supports the Team Leader to drive and lead the professionals in the Adult Service team, promoting strengths based, outcome focussed practice in order to deliver the duties and principles of the Care Act (2014).

Recognising the importance of the wellbeing principle as defined by the Care Act (2014) the Assistant Team Manager will ensure all professionals offer a relational and person centred approach to practice, to ensure that people that access Care and Support are enabled to live their best life.

The Assistant Team Manager will support and promote our focus on quality assurance, value the importance of coproduction and seek out the voice of the person in all aspects of service delivery. The Assistant Team Manager will work with the Team Leader to ensure delivery against key team and service performance targets, support the efficiency agenda and embed processes to ensure teams are well led and high performing.

Supporting Team Leader the Assistant Team Manager will ensure everyone receives effective and regular, reflective supervision, the team's absence and recruitment requirements are well managed and everyone is provided with the right support, challenge and learning opportunities to remain competent in their role.

As an innovative and reflective leader you will be able to demonstrate:

- a strong value base that informs your work with adults
- a relentless commitment to quality - and to be able to talk about what good practice 'looks like'
- a capacity for honest reflection and openness to learning;
- Ability to establish professional, effective working relationships with a range of partners/colleagues, adults, families and their carers

## Key Accountabilities

- You will promote practice in line with the teams Plan (Remit)
- You will promote the Quality Assurance audits of practice in line with the Quality Assurance Framework
- You will engage with the Team Leader reporting risks and issues promptly to them for a shared discussion
- You will undertake Safeguarding enquires as well as ensuring the safe allocation of Safeguarding work, that includes ensuring all professionals in the team are competent and confident to work with complexity and risk (relevant to role)
- You will ensure that there is an effective supervision structure in the team, that delivers high quality reflective supervision and bi annual performance appraisals for all, to enable you to share concerns relating to poor performance and celebrate best practice
- You will be responsible for overseeing the prioritisation processes, recognising and reporting risks to the Team Leader
- You will support the Team Leader to ensure that processes are in place to ensure effective communication with the team (team meetings/forums)
- You will be aware of the teams staffing budget and promote the delivery of the team and service efficiency agenda and targets, as agreed by the Team Leader
- You will ensure all staff are well led, motivated and developed through learning opportunities that make use of research, evidence and learning from feedback (including Safeguarding Adult Reviews) that enhances their professional practice
- You will understand and model practice and behaviours in line with corporate policies and codes of practice
- You will ensure that the teams engage with the processes to assure best practice, and fair allocation of spend are in place, by promoting the Quality & Risk and Peer Forums
- You will model behaviours that promote inclusion and value diversity of the team as well as the people that access care and support
- You will ensure the Team Leader is supported to gather information for Stage 1 complaints, to ensure complaint are comprehensively investigated and responded to in accordance with current policy
- You will recognise the importance of timely and collaborative working across teams (internal and external) modelling behaviours that demonstrate the importance of ensuring the desired outcomes of the person remain at the centre
- You will work in accordance with the provisions of the Health & Safety at Work Act (1974) and subsequent enactments, take responsible care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work. Co-operate with the Council so far as is necessary to enable the Council to perform and comply with its duties under any statutory health and safety provisions.
- You will represent the team at relevant internal and external meetings with voluntary and statutory bodies where appropriate
- You will undertake any other duties and responsibilities as may be required by the Assistant Team Manager commensurate with the grade of the post, including duties under the Civil Contingencies Act (2004)
- Deputise for the Team Leader when required

## **Knowledge & Experience**

*Candidates must have knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Demonstrable evidence of Leadership Skills within a management or Senior Practitioner role in a Social Care or Health setting
- Post qualification and evidence of practice in a front line adult services or health setting
- Leadership experience of recruitment, performance, appraisal and direct responsibility for operational staff
- Detailed knowledge of all primary legislation and policy relevant to the service, including the Care Act (2014), MCA Act (2005), Equality Act (2010) the NHS CHC Framework and the Making Safeguarding Personal principles
- Computer literacy, performance management skills and the skills necessary to work with and analysis information from management systems
- Ability to organise and prioritise work appropriately and to work flexibly under pressure to both self-determined and prescribed deadlines.
- Excellent interpersonal skills, including active listening and coaching skills

## **Qualifications**

- Diploma or Degree Level Qualification in relevant area (essential)
- Post Graduate qualification in field of practice (essential)
- Registered Practitioner, HCPC, SW England (essential)
- Coaching certificate (preferred)

## **Decision Making**

- Responsibility for decision making according to the Adults scheme of delegation, including allocation of work in accordance with priorities, and decision making regarding nature and timeliness of service provision for Adults.
- Ensuring that team's delivery meets statutory obligations and follows teams procedures, and that this is managed in accordance with corporate policy, and other procedures.
- Financial decision-making and responsibility for budget monitoring and for the control of income and expenditure. Managing the team's devolved budget within financial guidelines and agreed budget limits and within delegated authority. Controlling and monitoring expenditure, reporting and issues that require taking remedial action to the Team Lead or Head of Service

## Creativity and Innovation

- Appetite and energy for continuous improvement and development, understating of national and regional policy and improvement agendas
- Ability to analyse performance data to recognise, report and plan for change

## Safeguarding

Swindon Council is committed to safeguarding and promoting the welfare of Adults who meet the Care Act (2014) Sec 42 Care criteria 'Adult with Needs' all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of an adults with needs in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of adults with needs gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The jobholder is accountable for their safeguarding of adults with needs responsibilities to their line manager.

All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Swindon Safeguarding Partnership polices and guidance are aimed at every agency, statutory, voluntary, private and independent, which works directly or indirectly with children, young people and families. The purpose of this guidance is to help agencies identify a child's degree of need and respond appropriately.

## Job Scope

<p><b>Job Scope</b> Number and types of jobs managed: 3-5 (Team 10-25 people)</p> <p>Advanced Social Workers, Approved Mental Health Practitioners and Approved Mental Capacity Professionals</p> <p><b>Typical tasks supervised/allocated to others</b> Information gathering; analysis, care planning; assessment; case; case transfer; case management; data upkeep</p>	<p><b>Budget Holder</b></p> <p>Staffing Budget Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes</p>
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**Contacts and Relationships:**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Communicating clearly to a range of audiences and across organisational boundaries and levels.
- Representing the Team with external agencies and providers of services, particularly voluntary agencies.
- Sound written and oral presentation of ideas and information as part of formal reports, strategies and plans.
- Written analysis of financial and service specific information.
- Ability to understand, interpret and provide information in order to support the Head of Service to develop strategies, plans and services
- Experience and ability to chair meetings effectively (including Safeguarding meetings)