

## JOB SUMMARY

<b>Post Title</b>	<b>Team Manager – Integrated Localities Service</b>						
<b>Job Family</b>	Service Delivery	<b>Pay Range</b>	13	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	SD13
<b>Service Area</b>	Adult Social Care						
<b>Line Manager</b>	Service Manager						
<b>Location</b>	County Hall						

<b>Job Purpose</b>			
To oversee and manage three Locality Multi-Disciplinary Teams in different locations in the community, to ensure that those people who are eligible and require support from adult social care, are provided with safe and timely support arrangements.			
<b>Job Context</b>			
<ul style="list-style-type: none"> <li>Responsible for the delivery of social care assessment &amp; practice in line with Care Act 2014.</li> <li>Provide clear leadership that delivers to the departmental Care Close to home agenda.</li> <li>Ensure that a system wide approach is adopted linking with all relevant necessary agencies and other partner agencies to facilitate timely discharges.</li> <li>Ensure that a person-centred and outcomes-based approach is adopted in all cases where the person remains at the centre of all decisions regarding their care destination.</li> <li>Promotion of independence in all cases to reduce the need for formal care and support where ever possible.</li> <li>To lead and contribute to the continual improvement of service delivery with key partners to improve efficiency and effectiveness of timely and safe discharges.</li> </ul>			
<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	Post holder will engage with partners agencies and specific client groups alike and will need to be able to influence and direct colleagues.	<b>E</b>	
Significant relevant experience managing service delivery in a similar environment, with expert knowledge of the service area, the authority and wider sector / external influences.	Post holder would benefit from previous experience of working at a senior level and engaging with a wide range of health professionals and other partners. Experience of working with the Care Act beneficial.		<b>D</b>
Strong and demonstrably effective communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others in complex or politically sensitive situations.	Post holder will on occasion need to join in meetings when the whole system is under pressure and will need to demonstrate an understanding of the political sensitivities of a situation and be able to communicate clearly and challenge and negotiate effectively in such situations.	<b>E</b>	
Good ICT skills including both standard Microsoft applications and specialist systems.	Post holder is required to access a variety of ICT systems such as Paris, Microsoft etc and will need to demonstrate a commensurate level of skill applicable to the post.		<b>D</b>

## JOB SUMMARY

<p>Expert knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Wide reaching knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the design and development of strategies, procedures and practices.</p>	<p>Post holder will need to demonstrate an understanding of the prevention agenda and the complex pathways and inter-relation of various health and social care professionals that work within it along with a wider knowledge of community services and resources. Knowledge of relevant legislation and winter pressures initiatives essential.</p> <p>Post holder will be required to lead on the development of team documentation and pathways that underpin and promote clarity and help improve the customer pathway.</p>	<p><b>E</b></p>	
<p><b>Manager only</b> Proven ability to manage, develop and motivate a multi-disciplinary team/s of professional and/or vocationally qualified and support staff. Budget, financial assessment (where relevant) and contract management experience. Experience of representing the work area in a professional / legal capacity.</p>	<p>Post holder will lead the new-Locality Team on a programme of continual development and improvement ensuring that staff remain engaged and motivated. Post holder will ensure PPM (people performance management) and supervision support of staff is implemented as per departmental guidelines ensuring staff have access to high quality training opportunities, including policies and procedures.</p> <p>Post holder will agree financial support arrangements for individuals ensuring that best value, good practice and departmental rules and goals are encapsulated within proposed support arrangements within a quality assurance framework.</p>	<p><b>E</b></p>	
<p>Strategic planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.</p>	<p>Post holder will contribute and lead on departmental strategic planning initiatives, attending a variety of senior management meetings including MDT and GP meetings, Finance and Performance etc and will oversee allocation and performance of the team.</p>		<p><b>D</b></p>
<p>Experience of multi-disciplinary and partnership working and awareness of the issues involved. Experience of chairing meetings and leading working groups.</p>	<p>Post holder will lead on and oversee multi-agency meetings including Safeguarding and MARM meetings and other meetings required to improve service delivery and joint working.</p>		<p><b>D</b></p>
<p>Excellent planning and organisational skills to manage a complex multiple workload, prioritise and set deadlines and cope with conflicting and changing demands.</p>	<p>Post holder will on a daily basis need to review team referrals/workload and adjust accordingly to ensure work is prioritised to ensure that timely interventions occur and that risks are managed.</p>		<p><b>D</b></p>

## JOB SUMMARY

<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.	Post holder is required to hold a relevant social work or equivalent professional qualification (Nurse, Occupational Therapist) and registration with the relevant Regulatory Body.	<b>E</b>	
Educated to degree standard or equivalent.	As above.	<b>E</b>	
Relevant professional / vocational qualification	As above	<b>E</b>	
<b>Other Requirements: Car driver essential.</b>			
<p><b>Out of Hours Standby and Call Out</b>            You will be required to take part in the Out of Hours Stand-by Duty Rota as and when requested by management. Standby and call out duties are paid in accordance with the IWC Terms and Conditions 2012 document.</p>			