Team Manager

£41.551 - £51.936

City Wide

Working 36.5 Hours

This co-funded, jointly managed Social Care and Health post will suit a candidate with significant mental health managerial experience, who has a qualification in social care, or similar in a health related profession. As partnership working is a critical factor in carrying out this role successfully, it will require someone who has a wide knowledge, not only of health and social care, but commissioning and the third sector.

The candidate will work in collaboration with NHS Commissioning colleagues, Mental Health Trusts and Social Work teams to deliver high quality mental health budget applications, address any delayed transfer of care issues, section 117 responsibilities, CHC funding (as it applies), looking to deliver a joined up approach to all the work undertaken, within a financially challenging climate.

For any informal enquiries please contact Zakia Loughead (07824694165), Rob Devlin (07905451468) or John Winfield (07973112821).

Ref: A4612016J

Closing Date: 09 September 2016

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
People Directorate
Job Description

Post: Team Manager          Salary/Grade: 6
Division: Assessment and Support Planning  Section: Complex

1. **Job Purpose**

   • To be responsible for the leadership and management of the services for which the postholder is responsible.

   • To ensure the effective management, operation and development of Adult’s Social Care to achieve the City Council’s objectives and statutory duties and responsibilities, and to improve positive outcomes for Adults in Birmingham.

   • To participate in the identification and systematic review of service needs and the planning and delivery of appropriate Adult care services, exploring innovative and radical approaches to service delivery - whether provided directly by Adults and Communities or commissioned and delivered by external partners/providers.

2. **Duties and Responsibilities**

   1. To ensure that the services for which the postholder is responsible, are developed and implemented in accordance with the policies and priorities established by the Directorate.

   2. Direct and control resources allocated in order to ensure effective services to meet the Directorate’s legal duties and policy objectives.

   3. Instigate and maintain a high standard of care and to communicate expected standards to staff, to set objectives and targets for improvement and to manage performance continuously.

   4. Ensure effective communication arrangements both within each team, e.g. through team meetings, and between senior staff and teams, e.g. through team briefing.

   5. To carry out supervisions/PDR’s for Senior Practitioners within the Community Teams. Also, to identify the development needs of other Community Team staff and,
in liaison with the relevant Workforce lead, take steps to ensure that these needs are met through supervision and staff development, in-service training courses, coaching etc.

6. Take a full part in the Directorate’s overall financial accountability, monitoring and control processes, in relation to all relevant financial targets, including the preparation of applications for external funding as may be required.

7. Apply administrative procedures and practices as laid down and to take an active part in the development and improvement of new and existing processes, including:

a. the use of Information Technology to capture case related data,

b. the implementation and practice of “mobile” working.

8. Develop team level management systems both to support day to day monitoring of the team’s performance and to provide contributions to the Directorate’s data collection and reporting requirements.

9. Ensure that effective financial control systems are maintained and administered in line with financial regulations.

10. Contribute to the overall management of the service through membership of Divisional level management groups as appropriate.

11. Ensure all risk assessments and incident reporting mechanisms are in place, regularly reviewed and acted upon.

12. Participate, as required, in the Directorate’s overall service and policy development processes, in particular, in Service Improvement Groups, Business Planning processes and development of specific action plans, e.g. Local Race Action Plans.

13. Assist in ensuring effective liaison with the fieldwork/assessment staff, other City Directorate/Departments, NHS bodies, voluntary and private sector service providers, etc.

14. Ensure that all services provided are appropriate, relevant and sensitive to the needs of Black and Minority Ethnic people and to actively promote change where necessary to ensure anti-discriminatory practice.

15. Take part in the Directorate’s response to major emergencies as directed.

16. Ensure that all Directorate and statutory requirements are met in respect of Health and Safety, Fire Regulations, Inspection Reports, etc.
17. Carry out any other responsibilities within the scope and spirit of the job purpose and grade, as may be required for the effective management of the Directorate as a whole.

18. Provide cover for Group Manager and other Team Managers as directed, and take part in an ‘on call’ rota service to deal with ‘out of hours’ emergencies as required.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

3.2 **Level of Supervision**

1. Regularly supervised with work checked by supervisor.
   or
2. Left to work within established guidelines subject to scrutiny by supervisor.
   or
3. Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council’s Equal Opportunities Policy** will be required.
# People Directorate
## Person Specification

**Post:** Team Manager  
**Grade:** 6  
**Division:** Assessment and Support Planning  
**Section:** Adults  
**Mental Health**  

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>Education/Qualifications</strong>&lt;br&gt;NB: Full regard must be paid to overseas qualifications.</td>
<td>Professional social work qualification or health care equivalent and registered with HCPC.</td>
<td>AF/C</td>
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<td><strong>Experience</strong>&lt;br&gt;(Relevant work and other experience)</td>
<td>1. Experience in dealing effectively and sensitively with complex service user/carer complaints.</td>
<td>AF/I</td>
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<td>2. Experience in the successful implementation of safeguarding procedure and polices.</td>
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<td>3. Experience of continuously developing and improving services, listening and responding to customers’ needs, pursuing innovation and providing the highest quality of service delivery.</td>
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<td>4. Experience of successful budget control and financial management.</td>
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<td>5. Demonstrated understanding of the statutory Local Government framework, policies and services and of the changes influencing the provision of social care.</td>
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<td>6. Experience of direct planning, managing and monitoring of resources, including allocating work to team members making best use of available skills and resources and optimising development opportunities.</td>
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<td>7. Experience of partnership working, both corporately with other Departments and with external organisations.</td>
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**Skills & Ability**

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<th>e.g. written communication skills, dealing with the public etc.</th>
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<td>1. Proven skills in leadership and management, including decision-making and business planning skills and an ability to provide effective supervision/PDR’s to Senior Practitioners.</td>
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<td>2. Change management skills including an ability to use analytical and problem solving skills and an ability to manage complex employee relations situations.</td>
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<td>3. High level verbal and written communication skills in order to communicate with a wide range of audiences.</td>
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<td>4. Skills in effective resource management (e.g. people, revenue budgets, buildings).</td>
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<td>5. Ability to gather information and compile accurate written reports.</td>
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<td>6. An ability to proactively identify opportunities to improve services and an ability to develop strategies to manage change.</td>
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<td>7. Competence in the use of IT.</td>
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**Training**

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**Other**

| All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery. |