

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Health & Adult Services POSTHOLDER

GRADE PO4

POST DESIGNATION Assistant Team Manager

Purpose of Job:

To be responsible to ...Team Manager ...for:

- i) Contributing to ensuring the Team meets statutory and locally agreed obligations to Adults and Older People with presenting Health and Social care needs.
- ii) Ensuring the Teams work is informed by legislation, statutory and local guidance and current best practice.
- iii) Contributing to improving the efficiency and effectiveness of the Team and of the Department.
- iv) Ensuring that all work complies with Council policies and procedures and statutory obligations are met.
- v) The supervision of a designated group of staff.
- vi) The practice standards and performance management of designated supervisees and their adherence to Directorate policies, procedures, statutory responsibilities and agreed performance targets.

- vii) The quality and prioritisation of your own work, following direction from your Team Manager, and for alerting your Team Manager at the earliest opportunity to any case issues, caseload issues, safeguarding concerns, practice issues, or issues of unaddressed risk that will adversely impact the health and wellbeing of an individual or their carer, or issues that may impact the good reputation of the department or the local authority.
- viii) The adoption of own good practice and performance standards with respect to the appropriate regulatory body for your profession, adherence to Directorate policies, procedures, statutory responsibilities and agreed performance targets, including attending regular supervision meetings with your allocated supervisor.
- ix) Undertaking all duties with due regard to the provisions of health and safety regulations and legislation, Data protection/GDPR, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.
- x) Undertaking any other work appropriate to the level and general nature of the posts duties.

Manages up to 15 ...directly managed staff.

Manages up to ...indirectly managed consultancy/contracting staff.

Main Duties:

- 1) To provide formal supervision to designated members of the team on a regular basis, ensuring developmental needs are met, individual, team and departmental standards achieved, priorities met, actions taken are appropriate to individual circumstances and that tasks are allocated to team members with due regard to level of knowledge and ability.
- 2) To lead on the development and setting of standards and priorities, promoting quality management standards and the effective implementation and monitoring of standards, policies and procedures.
- 3) To complete assessments and care and support plans and to review care and support plans for Adults with social care needs.

- 4) To work creatively with Adults, their families and carers, and collaboratively with other professionals, in a range of settings, using person-centred principles, evidence-based practice and appropriate social work methods and models, and making best use of available resources, to enable people to have better lives.
- 5) To contribute to the development, maintenance and updating of management information systems in accordance with Directorate policies, procedures and statutory procedures and ensure that all staff assume responsibility for compliance with recording and reporting systems and processes.
- 6) To respond to enquiries and to provide information and advice to Adults & Older people and their carers, external agencies, other council departments and colleagues within health and adult services as required and respond to complaints appropriately according to level of escalation and as outlined in the Departmental Complaints procedures.
- 7) To ensure the safeguarding of adults and children at risk from abuse, neglect or exploitation by ensuring safeguarding concerns are responded to timely, appropriately and effectively and that safeguarding adults' enquiries/ assessments/ reviews are completed in line with current legislation, policy and best practice. To closely manage highly complex cases, or cases where a high level of unaddressed risk is present.
- 8) To be responsible for maintaining and promoting your own knowledge of social care legislation, guidance, best practice as well as local and national resources, and take a lead role in sustaining a learning culture within the organisation.
- 9) To recruit staff in conjunction with Team Managers and other professional colleagues following Council and Departmental policies and procedures.
- 10) To take a lead role in the development of new initiatives, practice development, service improvement, policy and planning within teams and across agencies, representing the team and department at meetings, chairing, delivering presentations and delivering reports as appropriate, as directed by your Team Manager.
- 11) To contribute to the learning of others and to provide consultation, guidance, modelling and support the learning of good practice to colleagues

within the council as well as external organisations as appropriate to grade, skills, knowledge and responsibilities, as directed by your Line Manager.

- 12) To follow, promote and ensure the adherence of designated supervisees in following best practice and local guidance in recording and documenting activities electronically, and using other mediums, with especial emphasis on recording details pertaining to individuals.
- 13) To ensure that budgetary and other resources issues are considered as part of all decision-making, and that Council and Departmental financial procedures are adhered to.
- 14) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 15) To be responsible for undertaking employee investigations and appeals in line with the RBG policies and procedures.
- 16) To be responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)

Designation of the Post to which the Post-Holder normally reports to: Team Manager



Person Specification

Job Title	Assistant Team Manager
Grade	PO4
Service/Section	Generic
Directorate	Health and Adult Services

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/Desirable
Knowledge		
The continued basis for registration as a Social Worker (or other comparable regulated professional role), with the relevant regulatory body.	AF,P,I	E
This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or as prescribed in the Police Act 1997 (Criminal Records) regulations. A DBS enhanced with barred list check is an essential requirement for this role.	AF,T,P,I	E

Substantial knowledge of adult social care legislation, principles and best practice.	AF,T,P,I	D
Knowledge of the principles of best value and quality assurance.		
Skills and Abilities		
Ability to performance manage a staff team.	AF,T,P,I	E
Ability to work collaboratively with other professionals, organisations and members of the public.	AF,T,P,I	D
	AF,T,P,I	E
Ability to communicate effectively verbally and in writing.		
Experience		
Experience of advising professionals on the assessment of needs and the management of risk including in relation to Safeguarding enquiries	AF,T,P,I	E
Experience of working under pressure, meeting both priorities and performance targets.	AF,T,P,I	D
Experience of supervising professionally qualified staff.	AF,T,P,I	D
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF,T,P,I	E
Managers/Supervisors only		
(see management standards guidance for full descriptions) <ul style="list-style-type: none"> • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III 	L = II C = II P = I	