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| |  | | --- | |  | | **Assistant Team Manager**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Assistant Team Manager  **Service Area: Adult Social Care**  **Directorate: People**  **Team: Integrated Neighbourhoods** | Salary Grade: S03 |
| **Post Reports to:** Integrated Team Leader  **Post Responsible for:** Social Workers and Social Care Officers | |
| **Main Purpose of the Job:**   * To manage the day to day operations of the Adult Social Care team, including the triage and allocation of work, the performance of staff, and the management of assets and resources * To provide support and guidance to team members in day to day decision making including authorising interventions, approving support plans and risk assessment and associated expenditure * To maintain effective working relationships with partners and ensure effective mechanisms for day to day operational communications exist across organisational boundaries * To work in collaboration with the Integrated Team Lead to implement new models of care and lead on agreed projects. | |
| **Summary of responsibilities and key areas:**   1. To manage the day to day operations of the Adult Social Care team, including the triage and allocation of work, managing workflow, the performance of staff, and the management of assets and resources. 2. To provide support and guidance to team members in day to day decision making including authorising interventions, approving support plans and risk assessment and associated expenditure, up to an agreed limit. 3. To maintain effective working relationships with partners and ensure effective mechanisms for day to day operational communications exist across organisational boundaries 4. To work in collaboration with the Integrated Team Lead to operationalise new models of care and lead on agreed projects 5. To ensure that Social Work Practitioners and Social Care Officers within the team are supported to fulfil their duties through the provision of formal supervision to Social Work Practitioners, and providing support to the Social Care Officers. 6. To ensure services provided meet the needs, goals and outcomes of people, whilst having regard for the neighbourhood budget 7. To support the Integrated Team Lead to operationalise new models of care within the service 8. To oversee the production of rotas to ensure sufficient cover over periods of operation and duty, in line with protocols, and escalate to line manager where issues cannot be resolved. 9. To ensure sufficient operational capacity is allocated to deliver to emerging new models of care, and to escalate issues to their line manager. 10. To manage the influx of work into the team including the management of waiting lists, and case allocation, with oversight from line manager. 11. To carry out complex case work, in agreement with line manager, and where capacity allows. 12. To support the integrated team leader with the overall performance of the team, and escalate to line manager serious issues with specific staff performance. 13. To support the team with practice teaching and / or mentoring, and lead on delivery of peer support within the integrated team. 14. To support the attendance of staff within the team and undertake return to work interviews in line with the Council’s Sickness / Absence policy 15. To fulfil specific Human Resource responsibilities for all direct reports including authorising leave requests, mileage claims etc. 16. To support team meetings, and attend management meetings as requested by the Integrated Team Lead   To effectively supervise Social Work Practitioners and provide formal supervision and appraisal   1. To Chair complex Best Interest Meetings and multi-disciplinary meetings. 2. To manage safeguarding enquiries in consultation with Team Leader, and to Chair Safeguarding meetings, in line with current policies and procedures. 3. To comply and ensure compliance with all systems, financial, personnel, administrative, management information, client records, as directed by the line manager or divisional policy/procedures.   To work in partnership with other statutory, independent sector agencies, in the effective discharge of the duties of the post | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.  To travel throughout the borough and sometimes beyond, and to respond to service demand, working within the community, in alternative settings, and with differing client groups as required. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Experience of Social Work with adults in a Care Management setting | Essential |
| Experience of supervising support workers, student supervision or mentoring | Essential |
| Ability to supervise staff, set standards, monitor performance and enable staff to personally develop | Essential |
| Knowledge of legislation, regulations and Practice Guidance relevant to the post (e.g. Care Act 2014, Mental Health Act 1983, Mental Capacity Act 2005, Human Rights Act, Data Protection Act etc). | Essential |
| Understanding of Risk Management and the ability to support others in assessing and managing risk | Essential |
| Ability to manage safeguarding enquiries and chair meetings. | Essential |
| Effective communication skills, both written and verbal | Essential |
| Organisational, administrative and prioritisation skills | Essential |
| Ability to get the most out of a team, including supporting others to manage under pressure | Essential |
| Understanding and promotion of independence, asset based approaches and the well-being principal. | Essential |
| Ability to communicate with and develop positive working relationships with colleagues in other disciplines in a challenging environment. | Essential |
| Registered SW with HCPC and POP (or level 3) award. | Essential |
| Experience of working within an integrated setting | Essential |
| Ability to oversee budgets and resources | Essential |