



Stockport Council Job Description

Post Title: Team Leader Mosaic

Salary Grade: MB4

**Service Area: Stockport Family
Directorate: Services to People
Team:**

Post Reports to: Operational Lead Mosaic

**Post Responsible for: The line management and supervision of a multi-disciplinary team within the Mosaic Young Peoples Drug and Alcohol Service.
To ensure that a high quality and effective service provision is being provided for Mosaic service users.**

Main Purpose of the Job:

To be accountable to the Operational Lead for the management of Mosaic staff providing drug and alcohol services to children young people and families affected by substance use.

In addition, to be accountable for the quality of the work of the staff and teams within Mosaic in providing a front-line service working with children, young people and families with identified needs.

To ensure consistent, high quality services are delivered that adhere to best practice guidelines

To ensure that service planning is based on systematic needs assessment and that service performance meets Local Authority statutory duties; national and local objectives and targets; agreed quality standards; within national and local procedures and within available resources.

Job Activities:

1. To manage a multi-disciplinary team of staff to deliver early intervention, prevention, treatment and recovery work to young people < 26 years of age and parents using substances including therapeutic interventions.
2. To be responsible for early intervention programmes within schools and overseeing the clinical, medical, and recovery provision to drug and alcohol users and their families, including specialist assessment, identification of risk and care planning.
3. To ensure services delivered are in accordance with evidence based practice, national clinical standards, NICE guidance and Public Health England Business Definitions.
4. Ensure that all data requirements are met within defined deadlines.
5. To support the Operational lead for the required reporting of drug and alcohol treatment data to the National Drug Treatment Monitoring System and National Alcohol Treatment Monitoring System.
6. To develop and implement policies with schools, education providers' and other key partners to ensure the effective delivery of specialist services.

7. To determine priorities for service provision taking account of statutory requirements, national guidance, the corporate strategic framework, Stockport Family principles and local authority policies and procedures and threshold criteria.
8. To ensure that team members are clear about their role and responsibility within the team and in relation to divisional objectives, policy and procedures, including the opportunity for team members to contribute to the overall improvement of service provision.
9. To support and monitor the work of staff through supervision and audits in order to ensure the achievement of safe and effective practice.
10. To assist workers in the formulation of an annual Individual Plan in order to promote personal and professional development.
11. To ensure that service user's views are incorporated into the development and review of service provision.
12. To promote the vision and philosophy of Stockport Family and restorative practice approaches.
13. To ensure that team members work collaboratively with schools, health and other partners in the community services to provide high quality, effective and timely services for families, working where possible to build and strengthen family and community capacity.
14. To ensure that service delivery is based upon analysis of up to date, reliable needs data.
15. To ensure that the team has effective management information systems in place to monitor performance in key areas.
16. To contribute to the establishment of effective management information systems and ensure that data is being inputted in line with organisational procedures and requirements.
17. To work with the other Mosaic leaders to devise a Team Business Plan, provide annual reports on activity of the team, quality of performance, the identification of areas of improvement with proposed action plans and identifying budget pressures as necessary.
18. To participate in recruitment, selection, disciplinary and grievance matters within the corporate personnel procedures.
19. To contribute to the development of services and maintain good standards by participation in working groups and acting as trainer as appropriate.
20. To undertake any other duties as required by management commensurate with the post and grade.
21. Undertake evening, weekend and residential duties as required.
22. To be a car driver or have the ability to get to visit and between basis in a timely manner.

Additional duties:

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, 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.

Experience of managing within and working within a specialist drug or alcohol service, including clinical casework management



human resources



**Stockport Council
Competency Person Specification**

Post Title: Team Leader Mosaic

Directorate: Services to People

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.

Competency	SCORE					Essential or Desirable
	0	1	2	3		
Experience						
Experience of formally managing frontline staff within a specialist drug/ alcohol service who work with children, young people and families with complex needs and vulnerabilities.						E
Working experience, knowledge and understanding of child protection and safeguarding children and vulnerable adults issues and procedures						E
Experience of providing professional leadership and clinical supervision within a specialist drug/alcohol setting.						E
Experience of leading a staff team through change.						E
Significant experience of working with complex and challenging children, young people and families.						E
Experience of multi-agency working in relation to meeting children, young people and family needs						E
Demonstrable experience of partnership work to develop effective services/initiatives						E
Experience of working effectively with schools						E
Experience of organising and delivering training and group work						E
Skills and Knowledge						
Comprehensive knowledge and understanding of issues relating to the impact of drug and alcohol use on children and families and interventions that can reduce harm, build resilience and aid recovery						E
The ability to lead, inspire and develop a team.						E
Skills in handling challenging and sensitive situations that may arise involving staff or clients						E

Knowledge of relevant legislation and statutory duties relating to the delivery of services provided by the team					E
Ability to establish effective working relationships with Schools and to facilitate senior buy in to ensure the effective delivery of school based provision					E
Ability to chair multi agency meetings					E
Ability to prioritise complex work; utilise management information data; awareness of quality assurance frameworks and ability to implement robust quality assurance of practice					E
Ability to prioritise, meet deadlines and problem solve on a daily basis in relation to the day to day operational running of the service					E
Ability to effectively supervise, motivate and support staff and ensure they have access to a range of development opportunities					E
Ability to performance manage individual members of staff					E
Commitment to developing a learning organisation and an ability to lead practice developments					E
Demonstrated commitment to anti-oppressive Practice					E
Ability to use electronic case management systems to effectively manage team performance					E
Skills in budget and resource decision making					E
Ability to communicate clearly (oral and written) and to work in partnership with colleagues at all levels and other agencies, service users and carers.					E
Education and Training					
Professional qualification or relevant degree in a related field					E
Training or qualification in management and supervision					D
Evidence of ongoing training in a drug and alcohol treatment setting working with young people and families.					E
Positive commitment to further training, self-development and willingness to undertake training					E
Understands and actively supports Stockport Councils diversity and equality policy.					Essential
To meet Stockport Council's standard of attendance.					Essential
A willingness to be flexible in a changing environment					Essential

Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 - Exceptional