



Stockport Council Job Description

Post Title: Assistant Team Manager
Service Area: Adults
Directorate: Peoples
Team: Safeguarding Adults

Salary Grade:
S03 £34,106 SCP 38

Post Reports to:
Post Responsible for:

Main Purpose of the Job: To support the Safeguarding Adults Team Manager in coordinating and overseeing the day to day performance of the Team including direct responsibility for the effective management of staff, assets and resources within this defined area of the service.

Responsibility for maintaining effective mechanisms for the day to day operational communication with internal and external partners

To provide support, advice and guidance to team members in day to day decision making and authorising interventions and approving plans of action. To support the implementation of safeguarding enquiry reports, protection plans and risk assessments in line with the Stockport Multiagency policy and procedure.

To chair safeguarding adults meetings and ensure second 42 enquires are completed in a timely manner
 To develop and support the processes needed to ensure the Local Authority meets its duty as Supervisory Body for Deprivation of Liberty Safeguards.

To provide supervision for team members including aspects of performance management.

To ensure services are provided to the requisite standard, efficiently, effectively and within delegated budget.

To work in collaboration with the Team Manager and Service Manager to implement agreed changes were appropriate and lead on agreed projects.

Job activities: Summary of Responsibilities and Key Areas:

1. To provide social care operational leadership within the adult safeguarding team
2. Allocating work to members of the team
3. Making decisions and approving interventions.
4. Agreeing abuse investigation reports and risk assessments
5. Supervising members of the team
6. Assisting members of the team to manage their own attendance and undertaking Return to Work interviews
7. Attending management meetings as directed
8. Operationally implement and monitor change plans to embed new ways of working
9. Directing staff on maintaining an understanding of legislative and policy developments and promoting continued professional development of team

Supporting staff to address areas of poor practice or performance. Undertake Performance Development Reviews with staff and identify training and development needs.

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.



human resources



Stockport Council Competency Person Specification

Post Title: Social Work Assistant Manager

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.

	SCORE					Essential or Desirable
	0	1	2	3	4	
Substantial experience of Social Care Work in a statutory, voluntary or personal capacity.						Essential
Experience of working with adults in a care management setting.						Essential
Experience of supervising support workers, student supervision or mentoring						Essential
Experience of working in a multi-disciplinary setting.						Essential
Ability to motivate and inspire colleagues						Essential
Understanding of legislation and social policy with particular reference to the Care Act, Safeguarding, Mental Capacity Act.						Essential
Understanding of Risk Management and the ability to support others in assessing and managing risk						Essential
Change management skills to embed transformation and new ways of working within an operational team.						Essential

Effective organisational and administrative skills.						Essential
Stress Management and the ability to help others work well under pressure						Essential
Ability to support and induct newly employed social workers and mentor newly appointed qualified social workers.						Essential
Ability to utilise ICT and make the most of it						Desirable
Ability to communicate with and develop positive working relationships with colleagues in other disciplines in a challenging environment.						Essential
Registration with HCPC						Essential
Recognised social work qualification and POP (or level 3) award						Essential
Positive commitment to further training and self-development.						Essential
Social work Qualification						Essential
Best Interest Qualification						desireable
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