



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Team Manager

Grade: PO3

Directorate: Adults & Health

Department: Adult Social Care

Responsible to: Head of Service Prevention and Assurance ASC

Purpose of the Job:

To lead and manage a team of qualified social workers and non-qualified workers, helping them to deliver high standards across the organisation within the Contact and Response Team

To provide professional guidance and expertise in respect of adult social care practice and ensure that our community receive the right care and support at the right time.

To support, supervise and performance manage the team and work with colleagues to deliver services for Adult Social care and ensure they promote the independence and wellbeing of people accessing support in line with our health and social care integration agenda.

Main Responsibilities

1. To ensure the team works collaboratively with all partners involved in the care of people referred to the service to ensure a Person-Centred Approach that promotes personalisation, dignity, respect and choice.
2. Manage the effective commissioning of services in line with national thresholds with consideration to securing funding streams from other partner organisations e.g. Health
3. To promote and contribute to the safety and wellbeing of all people in the community through the implementation of robust safeguarding practices and procedures. Ensure the delivery of professional standards in compliance with National standards and regulations, the Mental Capacity Act and Deprivation of Liberty Standards (DoLS) to ensure the highest quality of support to service users and ensure adults at risk are safeguarded.



RUTLAND COUNTY COUNCIL

4. To assist the Head of Service in leading and developing services to enable capacity to manage necessary changes to service delivery to continue to meet the needs of the community and meet national standards and regulations.
5. To manage and oversee the work of the Team. The team supports adults over the age of 18 who have care and support needs, alongside their families and informal carers.
6. To determine outcomes and objectives for the service; regularly monitor and review progress to ensure that service delivery timescales and performance quality targets are met.
7. To ensure that statutory functions are effectively discharged and are compliant with national standards and regulations. Contribute to inspection processes as implemented by the Care Quality Commission to enable the Council to respond to such inspections in an effective and timely manner.
8. To ensure that quality assurance and key performance indicators are implemented and managed to ensure the Council is fully compliant with its statutory obligations and essential services are effectively delivered.
9. To contribute to the corporate management of the Adults & Health Directorate and support the delivery of the Council's Strategic Aims and Objectives, One Council Values and the Leadership Behaviours.
10. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
11. To support the Head of Service to manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
12. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
13. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



RUTLAND COUNTY COUNCIL

14. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes

Work collaboratively across Adult Social Care and Health colleagues to ensure a joined up, consistent service that adds value to our wider community.

Be ambitious for success and champion best practice health and social care services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions

Directly manages approximately 5 staff – responsible for recruitment, 1-1 s and performance management. Indirect line management of wider teams within Adult Social Care.

Supports the Head of Service to manage delegates budgets and ensure financial scrutiny of all allocated budgets at all times, ensuring value for money and consideration for wider team cost savings.

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to degree level standard.	A/D
Qualified Social Worker – DipSW , OT or Nurse HCPC registered.	A/D



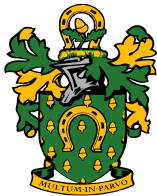
RUTLAND COUNTY COUNCIL

Desirable	Method of Assessment *
Management qualification at Level 4	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant post-qualifying practice experience to managing adult social care services and managing an adult duty front door team	A/I
In-depth knowledge of relevant legislation and national guidance relating to Social Care and Safeguarding procedures.	A/I
Experience of supporting social workers in Adult Social Care.	A/I
Thorough understanding of the legislative and regulatory regime of multi-agency adult social care services and an understanding of the framework within which local authorities operate.	A/I
Experience of managing the delivery of customer and partner focussed services.	A/I
Resource management – management of staff resources, financial management planning and budget monitoring.	A/I
Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery.	A/I

Desirable	Method of Assessment *
Knowledge and understanding of relevant statutory duties and services provided by Local Government.	A
Experience of leading, implementing and managing change and service improvement.	A
Experience of working with elected Members	A



RUTLAND COUNTY COUNCIL

SKILLS

Essential	Method of Assessment *
Ability to communicate with service users, their families and relevant members of their support networks, colleagues and other agencies clearly and effectively.	A/I
Personal and professional credibility and a high level of probity and integrity.	A/I
Commitment to high performance and continuous improvement.	A/I
High level of report writing skills including policy, procedure, casework and practice.	A/T
Ability to build effective relationships and partnerships with and between agencies and partners, including public, voluntary and private sector organisations.	A/T
High level oral skills including delivery of formal presentations, in order to influence, persuade and negotiate.	A/T
Analytical and problem-solving skills.	A/T
Sufficient IT skills to work with spreadsheets, databases and email	A/I
An ability to take calculated risks and embrace change	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I



RUTLAND COUNTY COUNCIL

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

Head of Service – Prevention and Assurance

Team Manager – Contact and Response

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
January 2024	No – New	Ali Morgan Head of Prevention and Assurance
September 2026	No	Ali Morgan Head of Prevention and Assurance