

Job Title: Team Manager, Adult Learning Disability and The Autism Service.

Grade: 11

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy.

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Adult Learning Disability and Autism Service undertakes assessment, support planning, review and case management support alongside people living with learning disabilities, autism and neurodiversity ensuring that they, their families/carers and the people important to them are supported to live the life that they want to live in their chosen community. Staffordshire promotes a strengths-based approach, building on people's personal, family and community networks to promote independence and to meet the person's aspirations and ambitions enabling them to live their lives in ways that empower them and maintain their well-being.

Adult social care assessment and case management is framed by key legislation including the Care Act (2014), the Mental Capacity Act (2005) and the Mental Health Act (1983) and

a range of other legislation and national and regional guidance and good practice. The team has a range of key performance indicators that are designed to embed good practice

The teams are part of the wider Adult Social Care and Safeguarding Service within the council.

Reporting Relationships

Responsible to: Service Lead

Responsible for: Senior Social Workers, Social Workers and Social Care Assessors

About the Role

The Team Manager will provide day to day line management, professional and operational leadership to Senior Social Workers, Social Workers and non-registered social care staff undertaking assessment, reviews, support planning, case management and safeguarding activities as a key leader within the wider Adult Learning Disabilities and Autism service.

They are responsible for leading quality in practice, performance, supporting the staff to understand, contribute to and effect change and act as a link between their Team and Service Leads across adult social care. They will direct their team accordingly

Key Accountabilities

1. Direct line management, leadership and day to day operational management of staff.
2. Responsible for ensuring that referrals are prioritised according to risk and that appropriately skilled staff are deployed to undertake assessment, case management and safeguarding activity
3. Ensure that Care Act and Mental Capacity Act related assessments and decisions are carried out to a high quality and comply with the relevant policies and procedures and take appropriate action where necessary.
4. Responsible for the quality assurance of statutory documents within their scheme of delegated responsibility, ensuring appropriate and proportionate records and documentation are completed in a timely manner in relation the team's practice.
5. Ensure that information is shared where necessary and in accordance with legal requirements.
6. To contribute to and co-operate with audits and peer reviews required as part of the Quality Framework for Adult Social Care
7. Responsible for the day to day performance of the team by ensuring that all practitioners understand the requirements of the performance framework, the relationship of measured performance to good practice and supports the team

accordingly developing plans with the team to address areas where they may be struggling.

8. Support the investigation of complaints at stage 1 where the concerns raised are not complex.
9. A requirement for regular travel to many varied community locations / hospital bases / venues; occasional exposure to unpleasant conditions; some exposure to hazards including possible verbal / physical aggression.
10. Operating at all times within the professional ethics and disciplines of social work as described in the BASW code of ethics and the Social Work England codes of practice.
11. To deputise for Service Leads when required and as appropriate
12. Any other duties commensurate with the grading and nature of the post.

Professional Accountabilities

The post holder will be required to contribute to the achievements of the Council, Service Delivery Plan, Team Planning and individual objectives.

The post holder is required to contribute to the achievement of the Council objectives through:

Area	Description
Legislation	Care Act 2014 Mental Capacity Act 2005 Deprivation of Liberty Safeguards Mental Health Act 2007 Data Protection Act
Partners/key stakeholders	Customers and carers Internal and external providers MASH Legal Services (Internal) Health providers District and Borough councils including housing
Service	Contribute to: <ul style="list-style-type: none"> • Service Business Plan • Team plans Own individual objectives

Behave in a way that is consistent with the expectations and standards of the Council.

The post holder will be required to maintain professional registration with the Social Work England and to comply with the standards and requirements of this body.

Financial Management:

Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

Support practitioners to seek cost effective and least restrictive solutions with service users.

People Management

Engaging with People Management policies and processes.

Undertaking formal supervision in line with the policy of the Directorate.

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.



Safeguarding


Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

PERSON SPECIFICATION

A Assessed at Application
I Assessed at Interview
T Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> Professional Social Work qualification (Dip SW, CQSW, CSS) and registered with Social Work England (SWE) Successful completion of or willingness to undertake training including BIA, Practice Educator or the Approved Mental Health Practitioner Management qualification/relevant experience 	<p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p>
	Knowledge and Experience <ul style="list-style-type: none"> Demonstrable post qualification experience. People management skills and the ability to motivate, supervise and support staff to consistently achieve and exceed personal and team objectives. Experience of undertaking reflective supervision Comprehensive knowledge and understanding of relevant legislation in relation to the adult with learning disabilities social care system. Experience of delivering improvement and managing change. Understanding of advocacy and user involvement issues Demonstrable commitment to professional development. Experience of working as part of a team 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Ability to develop effective partnership working with other professions and organisations • Clear understanding of and commitment to equal opportunities and anti-discriminatory practice. 	A/I A/I
	<p>Skills</p> <ul style="list-style-type: none"> • Evidence of successful communication skills with staff and across a diverse customer base, including an ability to communicate with and involve learning disabled and / or autistic adults and their carers. • Proven analytical and critical thinking skills. • An ability to support staff in undertaking high quality timely assessment, planning, monitoring and review of individual cases, utilising the “Just enough support” ethos. • Evidence of sound judgement skills in providing solutions on complex case work and appraising and responding to risk. • Evidence of ability to establish effective working relationships with the customers and partners. • A flexible and enthusiastic attitude and willingness to contribute to the team. • Recording and report writing skills. <p>This post is designated as a casual car user.</p> <p>This job requires an enhanced DBS clearance as do the posts that report to it.</p>	A/I A/I A/I A/I A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent and Resourcing Team on 01785 237800**