**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  AMHP Team Manager | **Grade**:  PO5 |
| **Section:**  Adult Operations (Mental Health) | **Directorate:**  Adult Social Services Department |
| **Responsible to following manager:**  Service Manager (AMHP, Reviews, Accommodation & Projects) | **Responsible for following staff:**  Assistant Team Manager x 1  Senior Social Worker x 2  Social Worker x 4  Access Advisor x 1  AMHP Support Worker x 1 |
| **Post Number/s:** | **Last review date:**  June 22 |

**Working for the Richmond & Wandsworth Better Service Partnership**

We’re Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children’s services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We’re here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That’s why, at Richmond & Wandsworth Better Service Partnership, you’ll be at the forefront of innovation in local government, and we’ll invest in you and offer you opportunities to grow in a way only our unique organisation can.

**Job Purpose**

To co-ordinate Approved Mental Health Professional (AMHP) activity, including ensuring high-quality, effective and efficient service delivery for the day time AMHP Service for Richmond and Wandsworth. This role provides professional leadership and supervision to AMHPs in the team and promotes their continuous professional development. To be responsible for AMHP standards and compliance in the team working with the Lead AMHP.

To oversee the provision of social supervision for conditionally discharged patients for Richmond and Wandsworth working with the Lead AMHP.

**Specific Duties and Responsibilities**

1. To lead and manage the Richmond and Wandsworth AMHP Service, ensuring a positive team culture and the provision of high-quality interventions.
2. To provide regular supervision for practitioners within the team being mindful of both Council’s Policies and Procedures, legislation and Professional Standards.
3. To ensure the team carries out it’s statutory duties under the Mental Health Act 1983 and that the Councils meet their responsibilities for conditionally discharged patients as required by the Ministry of Justice.
4. To participate in quality assurance for the Division by undertaking regular case file audits and by ensuring that the learning from audits is taken on board by the individual concerned.
5. To work in partnership with the Mental Health Trust and other key partners such as the Police, Ambulance Services, Acute Trusts and GPs.
6. To promote good communication with adults and their carers. This involves ensuring that AMHPs maintain accurate and timely case records and share information appropriately. To also ensure information is passed up to the senior management team and fed back from them and circulated, discussed and understood within team meetings.
7. To maintain the performance of the team, specifically in relation to the National and Local Performance targets. To contribute to the development of processes and practice for the Division. To ensure all Member queries and Complaints about service delivery are investigated promptly and effectively.
8. To ensure that arrangements are in place during the day (as part of a 24-hour service providing in partnership with the Adults Emergency Duty Team and the Wandsworth Out of Hours Service) that can respond to people’s needs in a timely way.
9. To ensure that the team’s AMHPs have access to professional supervision and support in their role as AMHPs.
10. To ensure that the team’s AMHPs undertake a minimum of 18 hours of refresher training, relevant to the AMHP role each year, in partnership with colleagues in the Workforce Development and Professional Standards Team.
11. To have oversight of the health and safety of the team’s AMHPs whilst they are undertaking assessments.
12. To access legal advice for AMHPs whilst carrying out AMHP duties.
13. To be up-to-date on changes in the law and case law pertaining to the AMHP role.
14. Oversight of social supervision.
15. To practice assess AMHP trainees and ensure there are enough practice assessors for necessary succession planning for the service.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

The AMHP Team Manager will provide cover for the Lead AMHP when on leave etc.

**Team structure**

For the current structure please go to The Loop.

**Person Specification**

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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| --- | --- | --- | --- | --- |
| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Up-to-date knowledge of the Mental Health Act and case law | **E** |  | **I** |
| Specialist knowledge of Social Work Practice in Mental Health | **E** |  | **I** |
| Up-to-date knowledge of the MOJ requirements for social supervisors |  | **D** | **I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Senior level frontline experience of Local Authority Mental Health Services | **E** |  | **A,I** |
| Experience of working in partnership with multiple agencies | **E** |  | **A,I** |
| Experience of representing the local authority in external forums | **E** |  | **A,I** |
| Track record of effectively managing change | **E** |  | **A,I** |
| Experience in managing and leading staff | **E** |  | **A,I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to work in effective partnership with multiple agencies | **E** |  | **I** |
| Excellent interpersonal and communication skills | **E** |  | **I** |
| Excellent risk assessment and risk management skills | **E** |  | **I** |
| Ability to effectively lead, manage and motivate experienced practitioners | **E** |  | **I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Registered Social Worker Qualified AMHP- with current approval or approval within the last 5 years | **E** |  | **A** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**