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

**Job Description**

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|  **Job Title:** Assistant Team ManagerJoint AMHP Team | **Grade**: PO4 |
| **Section:** SSA Mental Health Service | **Directorate:** Adult Social Services |
| **Responsible to following manager:**Team Manager  | **Responsible for following staff:** Senior Social Workers, Social Workers, Support Workers, Access Advisors |
| **Post Number/s:** | **Last review date:** February 2018 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The Assistant Team Manager supports the Team Manager in providing a strong leadership, management and support structure for practitioners in the team; ensuring the delivery of an effective and efficient, person-centred service for adults with mental health social care needs and their carers. This will include ensuring performance targets are met, quality standards are maintained and risk assessment and risk management is at the forefront of work within the Service.

The role will have a focus on:

* Risk assessment, risk management and prioritising.
* Overseeing a timely response to incoming work and handovers from and to Out of Hours (Wandsworth) and AEDT (Richmond).
* Managing our relationship with the Mental Health Trust and other key partners like the Police and London Ambulance Service.
* Driving forward recommendations from Safeguarding Adult Reviews.
* Maintaining quality standards, facilitating reflective practice and maintaining performance.
* Proactively engaging with appropriate service user and carer forums

A key part of the leadership and management of the team, this role will be required to deputise for the Team Manager and to supervise the range of practitioners within the team, modelling the SSA values and excellent practice.

**Specific Duties and Responsibilities**

1. To be up to date on our statutory responsibilities under the Care Act 2014, Mental Capacity Act, Mental Health Act and Human Rights Act and to ensure the team works within the legal framework.
2. To promote good communication with adults, their carers with partners and within teams. This involves ensuring that practitioners maintain accurate and timely case records and share information appropriately.
3. To provide regular, formal professional supervision for practitioners within the team being mindful of the Council’s Policies and Procedures, legislation and Professional Standards.
4. In conjunction with the Team Manager to provide leadership and direction for the team on a daily basis, prioritising and managing risk and providing a timely response.
5. To participate in ensuring that the Council’s resources are used to the best effect for adults and carers. This will include oversight of Care and Support Plans and reviews for the teams.
6. To work in partnership with other Divisions and with external partners such as the Mental Health Trust, the Police, London Ambulance Service and the voluntary sector to promote a joined-up service for adults and their carers.
7. To provide supervision to Social Supervisors (for conditionally discharged patients) and to undertake social supervision as necessary.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

This role will support the Team Manager by taking on lead responsibility for certain functions and projects within the team.

**Current team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of current developments in relevant legislation, national guidance and practice and ability to effectively pass this learning and knowledge onto the team. | A, I |
| Good knowledge and understanding of the local authority’s responsibility to safeguard adults at risk and the role of Safeguarding Adults Manager. | A, I |
| Good understanding of best value, management of resources and strengths based practice. |  |
| Excellent knowledge of the Mental Health Act Code of Practice 1983. | **A,I , (T)** |
| In-depth understanding of the Capacity Act 2005 and the interface with the Mental Health Act 1983. | **A,I** |
| In-depth understanding of the roles and responsibilities of the social supervisor. | **A,I** |
| **Experience**  |
| Demonstrable post qualification experience of working in a statutory Social Care or Health setting with adults. | A, I |
| Experience of managing and motivating staff including providing professional supervision and line management. | A, I |
| Experience of working in partnership with Health, voluntary agencies and private providers and of contributing to the development of joint initiatives. | A, I |
| At least 4 years post qualifying experience as an AMHP/ASW. | A |
| **Skills**  |
| Ability to communicate clearly; verbally and in writing. This includes the ability to effectively direct, motivate and lead others and to present issues so that adults, carers, other professionals and members of the public are able to understand them. | A, I |
| Excellent risk assessment and risk management skills and ability to model and oversee good practice for other practitioners. | I |
| Ability to use IT effectively to manage own time, workload and to set priorities, and to support managing the team’s workload including the ability to interpret performance and financial data. | A, I |
| Ability to carry out delegated management responsibilities, including deputising for the Team Manager, prioritisation of the incoming work for a team and performance management. | A, I |
| Ability to work collegiately and to negotiate diplomatically with partners. | I |
| **Qualifications**  |
| AMHP Qualification  | A |
| A relevant professional qualification and current registration with the HCPC. | A |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**