

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Health and Wellbeing	SERVICE GROUP: Adults Services
POST TITLE: Team Manager	REPORTS TO: Service Manager
GRADE: PO6	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

To act in a professional consultative, supervisory and managerial capacity to professionally qualified Social Work staff, Community Care Officers and Access Information Advisors. Upholding the Local Authorities responsibility to provide statutory services under the Care Act 2014, The Mental Health Act, The Mental Capacity Act and the Children and Families Act 2014, to both Adults and young people transitioning from Children's services in preparation for Adulthood, their carers and families across the Bradford District.

To manage a team of professional Social Workers, Community Care Officers and Access Information Advisors, whose role and responsibility is to fulfil the Local Authority's statutory duties for Adults and young people who require care and support. Providing; assessment, care and support planning, intervention, monitoring, reviewing and Safeguarding those who are at risk of, or, experiencing abuse and neglect.

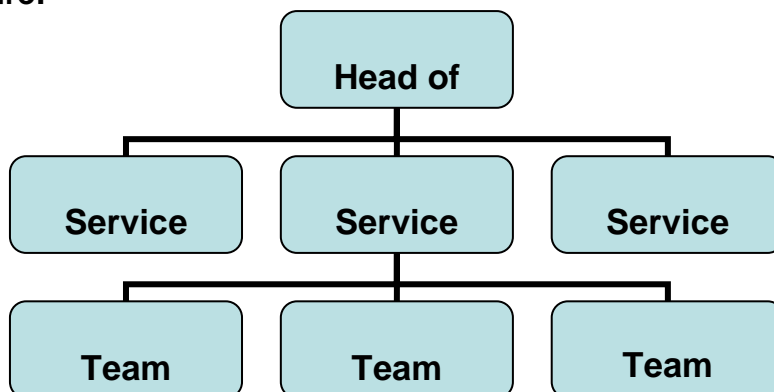
To safeguard and promote the Human Rights of Adults and young people.

Main Responsibilities of Post:

- As a manager you will also be the Safeguarding Co-ordinator with accountability for the overall safeguarding function within their team. Responsible for making decisions, appointing the lead enquiry officer, ensuring that the enquiries undertaken meet the expected standards, accountable for making decisions to proportionately exit or continue with safeguarding procedures.
- The Safeguarding Coordinator Will Chair multi-agency Safeguarding meetings for Adults, ensuring that partnership working takes place with other services, both internal and external to the Council. Reviewing relevant legislation including ensuring that matters of criminal justice are explored with the police, ensuring the delivery of effective and co-ordinated safeguarding risk assessment and planning, which respond to identified needs and/or risks.
- Effectively allocate and manage staff resources using case management, review and allocation systems, to ensure that all cases have the relevant associated Care Act Assessments, Mental Capacity Act Assessments and Best Interest Decisions, providing assurance that care plans are personalised and outcome focused.
- Responsible for the supervision and appraisal of individual workers to ensure that appropriate professional social care standards of practice are met and that continuous professional development takes place and is embedded and recorded.
- Monitor and manage team performance using performance management and business intelligence informatics to ensure that performance at all levels; place, system and national is achieved and maintained.
- A management footprint can be seen on all records, through routine quality assurance and audit of; social work case records, assessments, plans and documentation. To ensure that practice standards are being met and to support staff development and appraisal.
- Undertake all elements of staff management including recruitment, progression, capability, health and wellbeing, reasonable adjustments, absence, complaints investigations, Freedom of Information requests and disseminating any learning from these. Ensuring that this is managed in line with General Data Protection Regulations, and the Equality Act 2010, alongside the Corporate and Departmental policies and procedures.
- Ensure that all statutory requirements with regard to social work practice and processes are met and that Departmental policies and procedures are adhered to and delivered in accordance with these.
- Provide critical reflection, challenge and evidence-informed decision-making in complex case management, on behalf of the Department, in line with delegated decision making authority. Support others in developing these capabilities, and finding their own solutions.
- Promote positive approaches to diversity and identity within the team and across the department, providing guidance and challenge as required. Implementing policy developments and decision-making in line with the overall Service.

- Participating in and directly observing front line practice when required.
- Promote the use of evidence based practice and application of social work theories to support best practice in complex and changing circumstance. Participate in the learning of the service, supporting and facilitating projects and events that lead to the development of operational practice.
- Working in partnership with and understanding other services functions to ensure an effective and co-ordinated response to identified needs.
- Making decisions on expenditure of money within Department guidelines set out by the Service Manager and maintaining effective monitoring systems for the same.
- Ensuring that statutory requirements are met, that relevant policies and guidelines are adhered to and services delivered in accordance with these.
- Ensuring that the needs of ethnic minorities and other disadvantaged groups are met.
- To be responsible for the health and safety of staff, ensuring that statutory requirements are adhered to.

Structure:



Special Knowledge Requirement: Essential for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in libraries and market centres) – where the person is able to demonstrate that they can during the	X

interview: a) Can express themselves fluently and spontaneously, almost effortlessly. b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language.	
Carries out the working practices, procedures and basic operations across Adults Social Care.	x
Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area - primarily adults, young people and their families and/or other areas of work	x
Uses a range of specialist ICT systems across own work area and/or across other areas of work, primarily SystemOne.	x
Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/team.	x
Uses, interprets, analyses, communicates complex numerical information. Able to produce team performance reports.	x
Exercises professional accountability for decisions relating to the liberty or safety of service users in individual situations within the framework of relevant legislation and policies.	x
Ability to operate effectively within multi agency and inter-professional partnerships and settings.	x
Has a good working knowledge of legislation and procedures relevant to Adults social care, the Care Act 2014, The Mental Capacity Act 2005 and then Mental Health Act 1983.	x
Ability to interpret and where appropriate apply the law relating to the provision and function of support for Adults.	x
Application of legislation and best practice relating to Adults Safeguarding work.	x
Working professionally with service users from ethnic minority groups	x

Relevant experience requirement: Essential for shortlisting
Minimum of 4 years' appropriate post qualification experience. For the post managing services to those with sensory needs and hearing lost, previous experience of communicating using British Sign Language.
Experience of working with all service user groups and with service users including people who may be underrepresented from diverse cultural or faith backgrounds.
Experience of interpreting and applying the law relating to adult services, including Children's legislation for young people transitioning from Children's to Adults services.
Experience of Safeguarding Adults and the duties arising from s.42 of the Care Act 2014
Relevant professional qualifications requirement: Essential for shortlisting
Social Work degree or higher qualification Registered with Social Work England as a qualified Social Worker
For posts which managing sensory needs services: it is essential that applicants have a level 2 qualification in, or equivalent demonstrable knowledge of, British Sign Language or a

<p>commitment to achieve this level. A Foundation Degree in Rehabilitation Work (Visual Impairment) or equivalent. Registered with the Rehabilitation Workers' Professional Network.</p>
<p>Core Employee competencies at manager level to be used at the interview stage</p>
<p>Carries Out Performance Management – covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.</p>
<p>Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.</p>
<p>Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.</p>
<p>Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.</p>
<p>Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.</p>
<p>Management Competencies: to be used at the interview stage</p>
<p>Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.</p>
<p>Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.</p>
<p>Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.</p>
<p>Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.</p>
<p>Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.</p>
<p>Working Conditions:</p>
<p>Must be able to work evenings and weekends as required by the needs of the service.</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate in accordance with the Equality Act 2010 in relation to Disability Provisions.</p>
<p>Special Conditions:</p>
<p>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance Enhanced DBS check required.</p> <p>Valid, full driving licence and a car available (unless a disability prevents this) is desirable but not essential.</p>

Compiled Date: 15/02/23	Grade Assessment Date:20/03/23	Post Grade: PO6
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