



# Job Description

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St. Helens Council

<b>Post:</b>	<b>Team Manager</b>
<b>Department:</b>	<b>Adult Social Care &amp; Health</b>
<b>Grade:</b>	<b>Scp 42 to 44</b>
<b>Responsible to:</b>	<b>Service Manager</b>
<b>Responsible for:</b>	<b>Assistant Team Manager/Intermediate subordinates</b>

## **Purpose of the Post:**

- To effectively manage and co-ordinate the team using performance management techniques in support of team, divisional, departmental and corporate objectives.
- To ensure the provision of high quality services by establishing high standards of professional practice and maximising resources within allocated budgets.
- To ensure services are managed effectively and flexibly adapting to changing patterns of need that are clearly focused on users and customers.

## **Duties and Responsibilities:**

### **Service Development:**

1. Develop and systematically review service provision and performance against service priorities and objectives ensuring a clear focus on service user and carer needs.
2. Contribute to the overall formation of policy and professional practice in the service area and contribute to planning processes.
3. Involve service users and carers in service provision and development.

### **Team & Financial Management:**

4. Effectively manage and allocate work taking into account:
  - a) Council Policies, Departmental and Team Plans and Procedures
  - b) Statutory Responsibilities
  - c) Competing priorities

- d) The experience and skills of individual staff
  - e) Budgetary Provision
5. Manage the operation of services within allocated budgets and to take corrective action in order to achieve a balanced budget. To maximise resources, including making applications for possible external funding to develop the service.
  6. Establish good working relationships with other specialist teams to ensure effective integrated services linking with statutory and voluntary sector agency providers where appropriate.
  7. Provide regular supervision sessions to monitor staff within a performance management framework.
  8. Identify staff development and training needs and ensure that these are met.
  9. Conduct staff appraisals in line with departmental procedures.
  10. Ensure effective communication links are maintained with staff within the Department, other Council departments and other agencies.
  11. Ensure that records are completed regularly and files maintained and audited in accordance with Departmental Recording Policy.

**Performance Management:**

12. Develop and co-ordinate systems of evaluation (working within national performance management systems and relevant national service frameworks) to ensure services are meeting identified needs and develop and implement a range of indicators for monitoring performance of the team/service.
13. Ensure that appropriate management information is gathered and services evaluated, including performance management of the team.

**General:**

14. Act in accordance with the Departments Anti Discriminatory Practice Policy.
15. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
16. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
17. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
18. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

19. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
20. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is subject to Disclosure.**

**This post is Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Prepared: December 2009**

**Date reviewed Jan 2010**