

Title Team Manager – Maximising Independence Service (Reablement)	Department Adult Social Care and Public Health	Post Ref.
Job Purpose To manage a team to deliver services in line with the service plan and associated standards within the Maximising Independence Service.		
Key Responsibilities <ol style="list-style-type: none"> 1. To be responsible for the operational management of a team in the Maximising Independence Service 2. To work towards and deliver the targets set out in both the overarching and local service plans 3. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Group Manager 4. To build positive relationships with other staff, colleagues and external stakeholders 5. To work flexibly and creatively where there are fluctuations in capacity and demand across the Maximising Independence Service 6. To promote a strength-based approach which embeds the ethos of promoting independence at every opportunity and delays the need for long-term care and support 7. To manage professional development; including the encouragement of the professional development of staff through reflective supervision, mentoring and coaching, identifying and developing learning and development needs within the context of the service. 8. To adhere to performance management principles in relation to all areas of HR guidance, policy and procedures 9. To inform the Group Manager of any issues relating to service delivery for people, carers or provider issue which may impact or affect the service area 10. To make safeguarding personal within the Maximising Independence Service 11. To implement the Adult Social Care and Health Strategy within the Maximising Independence Service 	Key Accountabilities <ol style="list-style-type: none"> 1. Specified service targets within agreed resources. 2. Effective supervision of staff to secure high levels of quality and performance. 3. Effective management of your allocated and identified budget. 4. Alert the Group Manager of risk or issues that could affect performance of the department 5. Accountable for high quality assessment and support planning which embeds strength-based approaches. 6. Accountable for timely and appropriate commissioning of services. 	

<p>12. To develop and promote a place-based culture in line with the Primary Care Networks and neighbourhoods to promote health and wellbeing of local communities</p> <p>13. To manage and participate in good health and safety practice which complies with legislation and local policy</p> <p>14. To ensure that all necessary and relevant risk assessments and management plans are updated and in place for the Maximising Independence Service area</p> <p>15. To ensure that there are updated contingency plans in place, ensuring service delivery continues</p> <p>16. Ensure that the service has quality monitoring systems in place which contribute to CQC regulation compliance and inspection readiness in line with the Council's strategic priorities.</p> <p>17. To provide strong leadership in the cycle of continuous change and development</p> <p>18. To manage and improve the performance of staff within your team by providing appropriate support and utilising performance management principles if necessary</p> <p>19. To set a professional example as an officer of Nottinghamshire County Council</p>	<p>7. Implementing appropriate safeguarding policies and procedures</p> <p>8. Meeting statutory or regulatory standards that apply to the services managed, including CQC regulations and standards, as appropriate</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p>Person Specification</p>	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Evidence of continuous professional development. 2. Knowledge and understanding of the main issues affecting the service area. 3. Knowledge of Current legislation and local policy impacting on service area 4. Knowledge of the principles and practice of: <ul style="list-style-type: none"> • effective people management; • excellent customer service; • appropriate risk management; 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. Can demonstrate the abilities to lead the team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues. 2. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.

<ul style="list-style-type: none"> ● budget management ● promoting independence ● stakeholder, partnership and joint working <p>5. Professional Qualification in Social Work or Occupational Therapy and registration with appropriate governing body, or, other relevant equivalent qualification and/or significant experience (minimum 3 years), that evidences minimum 3 years' experience of applying social care legislation and policy to management decision making regarding complex case issues that includes balancing risks to independence, safeguarding and scrutinising practice quality.</p> <p>6. Knowledge of the current CQC regulations for domiciliary care providers.</p>	<p>3. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues.</p> <p>4. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with peoples' needs, changing priorities, national changes and performance levels.</p>
<p>Experience</p> <ol style="list-style-type: none"> 1. Can demonstrate and evidence experience working at a senior level within a relevant service area 2. Experience of planning and organising team work 3. Experience of working in a multi-disciplinary environment 4. Experience of multi-agency working 5. Experience of budget and performance management 6. Experience of staff supervision and employee development 7. Experience of managing change 8. Proven experience of utilising leadership skills 9. Experience of implementing safeguarding policy and procedure 	
<p>Role Dimensions</p> <ol style="list-style-type: none"> 1. Direct management responsibility for Multi Disciplinary Team staff which may include staff from other employers 	

2. Manages a staffing and commissioning budget as agreed with Group Manager
3. Responsible for budget monitoring, financial authorisations, financial forecasting and commissioning for areas of activity
4. Responsible for ensuring all human resource functions are carried out in relation to the area of responsibility including recruitment, supervision, employee development, absence management, employee relations, disciplinary, grievance and harassment according to corporate policy
5. Responsible for managing direct customer relations and complaints
6. Responsible for workload management, time management and case management within area of service
7. Responsible for development and implementation of team business plans
8. Deputises for Group Manager as required
9. Is the Registered Manager of the reablement service with the Care Quality Commission

Please attach a structure chart

Date: 05/12/19