

Post Specification

Date	March 2023
PG Number	5180
Post Title	Learning Disability, Autism and Transition - Team Manager
Job Family	People Care and Development
Job Family Role Profile	PCD16
Final Grade	Grade 16

To be read in conjunction with the job family role profile

Service Area description

Learning Disability, Autism and Transition within Health Care and Community Services Directorate.

Providing assessment and support planning for children with a wide range of needs coming through transition, adults with learning disabilities and adults with autism who appear to have eligible care needs.

Purpose of this post

To provide management and leadership to a divisional team working to improve outcomes for young people in transition and adults with a learning disability and/or autism in Cumbria by managing a divisional team that ensures delivery of effective person centred outcomes, for members of the public who have social care needs.

Working in partnership with colleagues from within the Council and external partners

Key job specific accountabilities

1. To recruit, retain and develop a team of qualified social workers, newly qualified social workers, transition workers and non-qualified staff across a divisional team, using direct and indirect supervision and management processes, for the purpose of fulfilling statutory duties under the Care Act (including transition from children to adults under the Care Act and Children and Families Act), Mental Capacity Act, Mental Health Act. Manage staff in accordance with HR policies, including Positive Attendance, capability, and performance. To manage and monitor the operation of the Council's Health and Safety Policy.
2. To oversee, manage and co-ordinate the team's activities, including daily oversight of particularly complex and high risk cases, providing specialist advice and information both internally and externally, to ensure that legislative and policy requirements are met. Maintaining extensive knowledge of local, county wide and national drivers for work, particularly around personalised approaches to provision. Managing, overseeing and coordinating the response to adults and young people in transition who may be at risk. First line manager for complaints. Working closely with commissioning team to ensure appropriate service development. Team duties include transition from children to adult work, Transforming Care and Mental Health work, oversight of DoLS process, including supported living DoL work, prevention work and promotion of wellbeing, assessment and supported self-assessment, person centred and outcome focussed support planning, personal budgets with self-directed support, proactive enhanced

- reviews, Carers assessments and support planning, risk assessment and contingency planning, discharge planning and safeguarding.
3. Engaging with county wide, out of county and local services including health, providers, third sector, and other statutory and non-statutory organisations, to lead, improve and develop joint working within a given division. This might include utilisation and oversight of joint budgets; quality and risk management with providers of services. Local co-ordination of emergency response when required.
 4. Whilst meeting statutory responsibilities, national targets, and local priorities, to consider an equitable and innovative response to requests for service, within a delegated budgetary sign off.
 5. Represent the Directorate on internal and external working groups as required, to lead the agenda for social care. Represent the District and Service, and/or the Authority as required, and ensure the provision of professional advice on social care issues and policy. Engage in strategic development, planning and implementation for Social Care teams in a given division.
 6. To have a lead role in representing the Council's function, primarily in relation to learning disability, transition to adulthood and autism, including processes within the integration agenda and Transforming Care and implementing the statutory and local policies around the integration of health and social care, in a given division and service setting. Supporting the teams to increase collaborative and joint working protocols, to serve the needs of the population, focussing on wider health improvements and inclusion for the residents of the division.

To act as Safeguarding manager in a given division. To oversee and make appropriate arrangements to ensure the prevention of harm to, and protection of, adults with care and support needs, including the implementation of multi – agency safeguarding processes and procedures. To ensure appropriate and effective co-ordination between organisations is undertaken.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> Delegated authority for approval of support arrangements up to £50,000 per person per annum, to meet eligible and assessed care needs under the Care Act
Staff Management Responsibilities	<ul style="list-style-type: none"> Managing a divisional team of up to 14 qualified and unqualified staff, undertaking statutory functions and tasks
Other	<ul style="list-style-type: none">

Essential Criteria - Qualifications, knowledge, experience and expertise

- Accredited Professional qualification in Health, Social Care or related area and registered with the appropriate registration body
- Significant and related experience within Health or Social Care field
- the ability to demonstrate significant experience in equivalent Post Qualification award
- Evidence of ongoing professional development within the last two years
- Management qualification
- Extensive knowledge and understanding of Legislation and Government Policy on current issues relevant to service provision – particularly the Care Act, Mental Capacity Act, Human Rights legislation and Mental Health Acts.
- Extensive knowledge of the social model of disability, partnership working and ways of creating innovative and empowering solutions in line with personalisation and Self Directed Support
- Able to work with equivalent managers in partner organisations and other agencies and to liaise and coordinate services with all partners
- Knowledge of theory and current research, relating specialist areas of development and practice issues relevant to Directorate
- Recent experience of operating at a senior practice grade, with significant experience of successful service delivery and service planning
- Effective budget management experience, and significant understanding of budget processes, contracts, best value and organisational priorities
- Evidence of effective resource management and performance across health or social care
- Significant experience of effective staff management; monitoring performance and addressing shortfalls.

- Supervision of students and other professionals in multidisciplinary tasks
- Experience of contributing to the development of strategy, policy and practice on a multi-agency basis.
- Plan and control budgets for specific areas
- Involvement in recruitment of staff
- Effective multidisciplinary working
- Excellent verbal and written communication skills.
- Evidence of successful ability to direct, motivate and support team members
- Evidence of time-management skills and ability to work to deadlines
- Evidence of the ability to set standards and monitor that they are being implemented.
- Evidence of the ability to successfully interrogate data, recommending actions and establishing priorities
- Able to offer expert support to case conferences

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
DBS Enhanced – Adults

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Involves occasionally dealing with seriously disadvantaged or distressed individuals, for example dealing with those distressed as a result of council action as part of complaints
Physical Demands	<ul style="list-style-type: none"> • Low physical demand • Countywide travel required.
Working Conditions	<ul style="list-style-type: none"> • Some exposure to general abusive language and aggressive behaviour, witnessed and not directed at the post holder

Other Factors

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