



## Cumberland Council

### Post Specification

<b>Date</b>	<b>November 2020</b>
<b>Post Group Number</b>	<b>6204</b>
<b>Post Title</b>	<b>Service Manager – Learning Disability, Transition &amp; Autism</b>
<b>Job Family</b>	<b>People Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD18</b>
<b>Final Grade</b>	<b>18</b>

To be read in conjunction with the job family role profile

#### Service Area description

Learning Disability, Transition & Autism Team within the Health Care and Community Services Directorate. Assessment and support planning for, children coming through transition, adults with Learning Disabilities and adults with autism within Adult Social Care.

#### Purpose of this post

- To lead and manage the Learning disability, Transition and Autism team in 7 sites across the county. Working with staff, elected members, partners, and colleagues at all levels of the council to drive the development and successful delivery of the service.
- A key element of the role will be to challenge the way in which the council currently operates, taking an evidence based approach to leading change that ensure services remain customer focussed, innovative and efficient.
- As a Service Manager, support the Assistant Director Social Care in formulating the strategic direction, priorities and plans for the service in line with Service and Corporate priorities.

#### Key job specific accountabilities

1. Provide leadership and management insight to deliver corporate aims and objectives across the Health, care and Community services directorate and external partner organisations and communities.
2. Deliver an individualised and needs-led community social care service to adults with learning disabilities and their carers. Assess the quality and parity of decision making and ensure consistent high quality and targeting of the service to service users and carers that supports their long-term independence
3. Deliver a high performing, quality service that is cost effective with an increased focus on personalisation and self-directed support. Deliver services in a collaborative working arrangement and in close partnership with Health to the standards and principles set out in the Section 75 agreement
4. Ensure that robust and appropriate risk management systems are in place under which staff identify, record and mitigate against risks in a consistent and planned fashion
5. Take responsibility for promoting, monitoring and safeguarding the welfare of people who come into contact with the service. Ensure full compliance with the Pan-Lancashire protocols and Cumbria safeguarding standards in relation to timescales, alerts, investigations, protection planning, recording and audits.

6. Ensure the teams deliver timely and accurate recording of service users and carers and other related data on appropriate systems, such as the case management system, document management system, and purchasing/finance system in line with the processes, standards and protocols of the Council.
7. Ensure full compliance with statutory regulations, policies, procedures, best practice and professional standards within Health, Care and Community Services.
8. Monitor and evaluate the performance of the team against targets and professional standards. Apply the principles of practice governance, and take any necessary corrective action to deliver to service targets and user expectations within set budgetary parameters
9. Develop and implement coherent team and workforce plans to support the delivery of high quality and cost effective performance with minimum risk. Deliver an outcome-orientated service that maximises productivity and throughput to make best use of resources internal and external to the council.
10. Ensure implementation of the Care Act and other current and future guidance within the Learning Disability service in order to meet statutory responsibilities and national targets.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Delegated authority for a budget of £32 million pounds.</li> <li>• To ensure that the purchasing budget for customers and their Carers and the Learning Disability Pooled Fund are managed effectively within the scheme of delegation through appropriate mechanisms. This will include the Budget Manager Process and attendance/leadership at the county Decision Management Group.</li> <li>• Maximise the take up of direct payments to support the principle of service users and carers having choice. Agree direct payments in accordance with the scheme of delegation and in compliance with financial regulations.</li> <li>• Authorise care packages up to agreed limits and screen for suitability of support minimizing the need for residential/nursing care. To ensure that all support plans are presented to the Learning Disability Resource Monitoring Meetings (RMM) and Decision Management Group (DMG) meetings for authorisation.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Management responsibility for 30-36 social work staff across the County, mainly exercised through the line management of 3 Divisional Team Managers</li> <li>• Ensure access and provision to practice supervision for all staff within the team</li> <li>• Ensure the values of the Council are understood and embraced by the team; recognise and reinforce positive behaviours and address any behaviour that is undesirable.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Representing the council across the county and northwest of England which involves working with two district Clinical Commissioning Groups (CCG's).</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Degree or equivalent Qualification or professional qualification in social care or related field
- Significant evidence of continuing professional development
- Social care statutory frameworks procedures and current legislation / issues in Cumbria and nationally
- Statutory responsibilities, including the Care Act, Mental Capacity Act and Mental Health Act
- Extensive knowledge of the Needs of people with Learning Disabilities / autism
- Extensive knowledge of transition process
- Integrated working with NHS

- Social model of disability/positive risk taking
- Safeguarding
- CQC regulation

### Disclosure and Barring Service – DBS Checks

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

### Job working circumstances

#### Emotional Demands

- Requirement to support staff dealing with extremely complex, challenging and vulnerable individuals and to take decisions that will impact on outcomes for such cases

#### Physical Demands

- Limited physical demand.

#### Working Conditions

- The post will be office based but the post holder will be required to travel extensively across the County and the north west of England, as necessary.
- The post holder is likely to deal with complaints from anxious and stressed customers and family members, media enquiries and enquiries from Council members and MPs.

### Other Factors

- Ability to travel throughout Cumbria and the north west of England