

Post Specification

Post Specification - Key Information

- **Post Title: Supervisor**
- **Date: May 2025**
- **Post Group Number: 8413**
- **Job Family: People Care & Development**
- **Job Family Role Profile: PCD 10i**
- **Final Grade: 11**

To be read in conjunction with the job family role profile.

Service Area Description

Adult Social Care vision is “People living in a place they call home with the people and things that they love, in communities where they look out for one another, doing the things that matter to them.”

The service has a key role in influencing and shaping service models in Westmorland and Furness, and ensures that in all instances people are supported to achieve their most independent outcome in keeping with the Promoting Independence and Wellbeing Programme and becoming a community powered council.

Purpose of this Post

To supervise, train and support the work of a range of staff within community-based Care Services in order to provide high quality, cost effective, co-ordinated and flexible episodes of care, support and equipment provision to the people of Westmorland & Furness.

Key Job Specific Accountabilities

1. Work closely with the line manager to ensure appropriate numbers of adequately trained staff are available to deliver the services required.
2. Provide day to day supervision, advice and support to a team of staff. Enabling them to carry out their duties to the highest standards of quality and efficiency in accordance with support plans, service needs and demand.
3. To be responsible for all aspects of people management, including, but not limited to, absence allocation, authorising expenses and claims, managing absence in line with the council policies and procedures.
4. Follow agreed procedures for the recruitment, induction, training and other areas of personnel administration related to employment and retention of permanent and relief staff.
5. Carry out regular individual supervision/1:1 sessions, team meetings, and individual appraisals and reviews to support performance management including quality audits.

Identification of individual and team training needs, and to enable staff to feel supported, safe, and able to do their job to the best of their ability.

6. To seek opportunities for personal development through identified CPD activities.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** To make the most effective use of all available resources, including staffing.
- **Staff Management Responsibilities:** Day to day supervision and advice and support to a team of staff.
- **Other:** None

Essential Criteria

- Level 3 qualification and relevant experience – or willingness to work towards within 6 months.
- Ability to work effectively with staff and colleagues from other agencies to support a strong internal and external customer focus and a desire to deliver a quality service, respecting the rights, choices and dignity of the person.
- Ability to working without immediate supervision and problem solve
- Experience of working with digital and computerised systems.
- Experience of supervision and performance management of staff.
- Robust awareness of Health & Safety issues, including manual handling, occupational driving risks, infection prevention, incident reporting and risk assessments.
- Ability to deliver training.
- Understand the need to adhere to General Data Protection Regulations and respect people's right to confidentiality.
- Able to prioritise and work to targets.
- Good communication skills.
- An ability to lead a team and work within a team environment, working together to develop and continually improve the service.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is (*remove others not required*):
 - DBS Enhanced – Adults

Job Working Circumstances

- **Emotional Demands:** Involves occasionally dealing with those who are in crisis and distressed and could be displaying behaviours that may be challenging.
- **Physical Demands:** Normal requirement for travel across Westmorland and Furness and carry laptop and small pieces of equipment. Modest effort, and undertaking manual handling instruction which will involve kneeling, crouching.
- Prolonged sitting for computer-based tasks.
- **Working Conditions:** None

Other Factors:

- *Predominantly building based but there will be an expectation that Agile working will be required at times.*
- *There will be a need to respond to staff and situations urgently that will not always be accessible via public transport, therefore there is a requirement to travel independently via a motorised vehicle due to the geographical dispersal of the staff and service users throughout Westmorland and Furness.*