

Role Profile

Part A - Grade & Structure Information

Job Family Code	11SW	Role Title	Mental Health Assistant Team Manager
Grade	PS11SC	Reports to (role title)	Team Manager MH
		Directorate/ School	Health, Wellbeing & Adult Social Care
JE Band	439-518	Service / Department	Mental Health
		Date Role Profile was created	01/09/2021

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To be responsible for the day to day delivery of assessments, reviews and safeguarding in the mental health service.</p> <p>To deputise for the team manager when required to plan lead and review the work of front line mental health teams to deliver positive least restrictive outcomes to people and Carers accessing mental health services</p> <p>To manage, supervise train and develop social workers, Approved Mental Health Practitioners and other support staff within mental health services.</p> <p>To lead, motivate and manage staff to ensure effective service delivery, consistent and in line with current national legislation.</p> <p>To ensure policies and procedures that deliver positive outcomes for individuals, their carer's and families.</p> <p>To carry a reduced complex caseload.</p>
Work Context	<p>To provide line management, supervision, training and development of mental health social workers, Approved Mental Health Practitioners and other support staff within mental health services.</p> <p>To lead, motivate and manage staff to ensure an effective service</p>
Line management responsibility if applicable	<p>Line management of the social work, AMHP and social care staff in the service.</p> <p>ATMs will support team managers in recruitment, retention and HR procedures in keeping with the Council's policy and practice.</p> <p>The ATM will maintain practice standards, provide direction and promote opportunities for continuous professional development</p>
Budget responsibility if applicable	Budget responsibility will include supporting Team Managers in monitoring budgets for the hub managers.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Casework Management</p> <ul style="list-style-type: none"> • Provide leadership and professional support to colleagues and other professionals in situations of high complexity. • Apply extensive knowledge of practice, theory and legislation to enhance practice, procedures and policies, promote innovation, and introduce new ways of working from recognised sites of excellence. • Make use of sophisticated, critical reasoning and both model and facilitate reflective and evidence-informed practice. <p>Assessment and Review</p> <ul style="list-style-type: none"> • Support and encourage professional decision-making in others, to enable assessment procedures to be used discerningly in response to the presenting needs. • Maintain and provide expertise in specialist assessment and intervention and support others to develop these skills. • Model the effective assessment and management of risk in complex situations, across a range of situations, including positive risk taking situations. <p>Safeguarding</p> <ul style="list-style-type: none"> • Provide professional leadership on safeguarding issues in collaboration with other senior members of the team. • Provide support to resolve concerns about practice. <p>People Management</p> <ul style="list-style-type: none"> • Manage a defined team or area providing clear organisation, direction and development. • Provide professional support, advice and/or supervision. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Manage complaints where required, and verify assessments and authorise when appropriate.

Work with others

- Promote positive working relationships in and across teams and with partners in statutory, voluntary and third sector organisations, using strategies for collaboration and arbitration.
- Contribute to and provide professional leadership of organisational change and development and address performance management issues that arise.
- Ensure that all staff in the team are adhering to the requirements of data quality legislation.

Finance/Resource Management

- When required, monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures, or have indirect influence on wider service budget.

Duties For All

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, safety and welfare: Responsible for ensuring health & safety policies, procedures and legislation are fully implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Relevant professional qualification and registration where required. • Extensive, sophisticated and up to date working knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of Health and Social Care services. • Ability to promote positive working relationships in and across teams, using strategies for collaboration and arbitration. • Ability to contribute to and provide professional leadership of organisational change and development and address performance management issues that arise. • Ability to communicate effectively in highly charged, complex or challenging situations to a wide range of audiences for different purposes and at different levels, including public speaking. • Ability to model and promote a culture of clear communication, supporting the development of effective communication skills in others. • Ability to influence organisational development pro-actively using feedback from your area of responsibility • Ability to gather information to inform judgement for interventions in more complex situations and in response to challenge. • Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way. • Ability to use knowledge to make complex judgements in uncertain and ambiguous situations, supporting others to do the same. • Excellent partnership working skills with an ability to communicate and collaborate effectively with partners in statutory, voluntary and third sector organisations. • Competent in the use of basic IT skills. • Demonstrable experience in successful recruiting, performance managing, coaching and developing staff. • Good problem solving and analytical skills with the capacity to devise and implement innovative solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>A social work or relevant qualification Registered with Social Work England . Social workers must maintain their current registration with social work England.A minimum of three years post qualifying experience. Experience of Management of Mental Health/ social work services. An AMHP qualification is desirable.</p>
Role Summary	<p>Roles at this level assist with leading, motivating and managing a team ensuring the service provided is consistent, effective and delivers positive outcomes for individuals, their carers and families. They contribute to and support the development of practice, procedures and policy and specifically the professional development of the team. They are accountable for the provision of effective professional practice within the team, the provision of effective, reflective professional supervision, as well as line management and appraisal. These roles provide expert guidance in situations of complexity, where there is conflict or resistance and enable others in the team to manage complex and challenging situations. They deputise for the team manager when required (where appropriate).</p>
Reference Number	<p style="text-align: center;">BM-2022-037</p>