

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	90S	Role Title	Assistant Team Manager - Deputyship Team
Grade	PS9	Reports to (role title)	Deputyship Team Manager
		Directorate / School	Adult Social Care
JE Band	314-370	Service / Department	Deputyship Team
		Date Role Profile was created	June 2021 update (previously August 2015)

## 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.

<b>Role Purpose</b> including key outputs	<p>To work with the Deputyship Team Manager to ensure the council fulfils its statutory responsibilities under the Mental Capacity Act in respect of any person assessed as lacking capacity to manage their financial affairs, where that person requires alternative financial arrangements to be put in place.</p> <p>To provide advice and guidance to colleagues within the Deputyship Team, the Adult Social Care Service and relevant partner agencies on safeguarding financial affairs for people who lack capacity or are deemed at risk of financial abuse. To ensure a person's finances are properly managed and accounted for, acting in the person's best interests.</p>
<b>Work Context</b>	<p>The Deputyship Team is a frontline team within Adult Social Care responsible for ensuring appropriate arrangements are put in place when a person has been assessed as lacking capacity to manage their financial affairs and no other suitable person is willing or able to make those arrangements. Where it is determined that Surrey County Council's Adult Social Care Directorate will be the appropriate financial advocate, the team will make the necessary arrangements to manage the person's financial affairs in consultation with the relevant social care team/practitioner. The team work closely with colleagues in the front-line teams in the Learning Disabilities and Autism service, Mental Health service, Transitions and Locality teams to support individuals on a day to day basis, including individuals with challenging behaviours around financial matters.</p>
<b>Line management responsibility</b> if applicable	<p>The post-holder will have line management responsibility for a small team taking responsibility for all aspects of individual performance management including training, personal development, regular supervision and appraisal.</p> <p>To provide guidance and case work support to the wider team as required, ensuring all visits to people in their own homes or other settings are conducted to reasonable time-frames and achieve good outcomes, ensuring that any safeguarding concerns arising from visits are actively managed. To ensure policies, procedures and statutory guidance are understood and adhered to in the best interests of individuals supported by the team.</p>
<b>Budget responsibility</b> if applicable	<p>The Deputyship Team directly manages the finances of around 800 people and circa £10m in bank balances and annual income and expenditure of £6m.</p>

<p><b>Representative Accountabilities</b></p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"><li>• Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives.</li></ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"><li>• Input as required to the development of strategies and policies.</li><li>• Provide guidance and support to stakeholders as required to ensure policy and specification compliance.</li></ul> <p>People &amp; Partnerships</p> <ul style="list-style-type: none"><li>• Deliver high quality services engaging a range of stakeholders.</li><li>• Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate.</li><li>• May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained.</li></ul> <p>Resources</p> <ul style="list-style-type: none"><li>• Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisation's policies and procedures.</li><li>• May have delegated responsibility for a budget(s) or equipment.</li></ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"><li>• Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making.</li></ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: Responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"><li>• Appropriate technical qualification at Degree, HND or HNC level.</li><li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li><li>• Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.</li><li>• Ability to apply project management principles and techniques to manage a range of projects through to completion.</li><li>• Competent in a range of IT tools.</li><li>• Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li><li>• Ability to work on own initiative, with solution focused problem solving skills.</li><li>• Proven written and oral communication with the ability to engage and work in collaboration with others.</li></ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Detailed and applied knowledge of the Mental Capacity Act and the role of both the Court of Protection and the Office of the Public Guardian</p> <p>Detailed and applied knowledge of welfare benefit entitlements and the duties and responsibilities of an appointee.</p> <p>A broad understanding and commitment to the role and duties of local authorities in general; Adult Social Care in particular. Relevant experience</p> <p>Experience of providing casework advice on appointeeship and Deputyship applications</p> <p>Experience of delivering improvement by way of changes to process, procedure or policy</p> <p>Demonstrably high levels of customer satisfaction</p> <p>Management of staff, including managing performance, development and successfully addressing conduct, absence and capability issues is desirable. Must be willing and able travel around the county and possibly further afield if required. Essential car user. A positive Enhanced DBS check must be maintained.</p>
<b>Role Summary</b>	<p>Roles at this level are specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>

Reason for Benchmarking - please complete the appropriate Business Case below		
Reason	Guidance for Business Case	Business Case
A - Creation of a new role	Please provide context to the creation of this new role.	
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the	
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	The existing role is the Senior Deputyship Officer at the same grade - this is an updated job profile in the new format - the responsibilities are broadly similar and there is no proposed change in grade. Though the job title is changing and a second identical role will be created to deal with the increased demand.
Date new role profile has been agreed with the role holder(s) Reason C of the business case only		N/A
Current grade of the position - Reason C of the business case		PS9
The below two fields to be completed by non-school roles only		
OM Number of the position - Reason C of the business case. State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.		20096072
Manager's OM Number this role reports to - Reasons A,B, C		20096073

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR
Toni Carney	Head of Resources ASC	

Approval Section

Non-schools complete yellow parts, schools complete green parts

Requesting manager to confirm: 1. Head of Service/Headteacher for schools approval for the creation/amendment of the role 2. Senior Manager confirmation of the available budget (non-schools) Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for benchmarking.		
Position	Name	Date of approval
Head of Service	Toni Carney	30/06/2021
Senior Manager	Toni Carney	30/06/2021

Headteacher		
Pay Committee (where appropriate)		
To be completed and approved by HR		
HR to confirm that the role is at a correct level within the particular Job Family		
Position Title	Name	Date confirmed benchmarking to
To be completed by JE Coordinator		
Reference Number		

