

Role Profile

Part A - Grade & Structure Information

Job Family Code	11SW	Role Title	Assistant Team Manager (Advanced Practitioner)
Grade	PS11SC	Reports to (role title)	Team Manager
		Directorate/ School	Adult Social Care
JE Band	439-518	Service / Department	Commissioning and Operations
		Date Role Profile was created	08/06/2018

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	Assistant Team Managers (Advanced Practitioner) working in adult services will 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, in line with current national legislation, local policies and procedures. The provision of day to day management and oversight of the team, including the recruitment and retention and line management responsibilities for staff; provision of critically reflective professional supervision, and management of the overall workload of the team, deputising for the team manager when required. Provide expert guidance to team members and others in situations of complexity, working as the allocated practitioner in specific cases. To contribute and support the development of best practice, including use of audit and quality assurance measures, and delivery of training to empower team members to develop their knowledge, skills and confidence.
Work Context	Assistant Team Managers (Advanced Practitioner) working in adult services will work as an integral member of either a geographically based team or part of a centralised specialist service. They will offer advice and support to others, both within their own team and across the directorate where specialist advice is appropriate, and carry a small caseload, being the allocated practitioner where professional intervention is required, in specific cases. The role holder will be required and be able to work flexibly; you will be supported to do this with mobile IT equipment and hot desk facilities. Surrey has both urban and rural areas and community based social workers will be required to have a valid driving licence to drive in the UK and access to a vehicle.
Line management responsibility if applicable	Line management responsibility for a wide range of staff; and provide professional reflective supervision for staff including social work or occupational therapy staff as appropriate.
Budget responsibility if applicable	No direct budget responsibility but may assist the team manager with monitoring the team budget. Make recommendations for the provision of services in line with the budget determined, according to the assessment of needs and advise less experienced or unqualified colleagues on budget and the cost of services.

Representative Accountabilities
Typical accountabilities in roles at this level in this job family

Casework Management

- 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.

Assessment and Review

- 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.

Safeguarding

- Provide professional leadership on safeguarding issues in collaboration with other senior members of the team.
- Provide support to resolve concerns about practice.

People Management

- 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
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Recognised Social Work or Occupational Therapy qualification (diploma or degree) with extensive post-qualification experience (usually a minimum of 4 years) in a social care or multi agency environment. • Current registration with the Health and Care Professions Council (HCPC) and satisfactory enhanced DBS clearance. • A detailed and applied knowledge of current legislation, including the Mental Capacity Act 2005 and Care Act 2014. • Knowledge of a wide range of theories and models for social care intervention with individuals, families, and communities, including ability to work with risk. • Ability to communicate effectively both verbally and in writing, in a variety of situations to a wide range of audiences for different purposes and at different levels. Willingness to undertake Trainer Skills and Practice Education training as required. • Have a valid driving licence to drive in the UK; access to a vehicle and be willing to travel across a wide geographical area.</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.</p> <p>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-2022-366</p>