

Kent County Council

Job Description: *Team Leader*

Directorate:	Adult Social Care and Health
Unit/Section:	Disabled Children, Adults Learning Disability & Mental Health
Grade:	KR11
Responsible to:	Service Manager

Purpose of the Job:

Apply professional leadership, expertise, skills and advice to raise and maintain standards of professional social work, ensure a safe effective and high-quality service that meets agreed policies and practice requirements and delivers key social care agendas within a multi-agency context.

Ensure delivery of robust statutory responsibilities under the Care Act, Mental Health Act and Mental Capacity Act.

Work in co-production with a range of statutory and non-statutory partners, people who use our service and carers in order to maximise access to community and wellbeing resources in support of person centred recovery planning. Build relationships with internal and external stakeholders in order to deliver seamless pathways across Primary and Secondary care.

The post-holder should be working at the level of capability set out in the Professional Capability Framework and the Kent Social Care Capability Framework for “Advanced Practitioner/Professional Educator/Social Work Manager”.

Main duties and responsibilities:

- Provide operational leadership and expertise to a team of Social Care staff working in a multi- disciplinary environment and with a range of partners to ensure the timely delivery of a safe and effective service to people aged 18 and over who are experiencing mental health problems.
- Provide high quality reflective supervision and promote a learning and development culture in order to deliver robust continual professional development and succession planning within the locality.
- Monitor, evaluate and audit the performance and professional practice of social care staff to ensure the delivery of a high- quality service that effectively utilises resources enabling value for money to meet service requirements. Provide regular performance reports and investigate and respond to complaints in line with the KCC policies and procedures.
- Promote and maintain positive relationships with a range of statutory and community partners across Primary and Secondary care. Encourage the open exchange of information and effective interface working which promotes independence and empowers individuals to develop their own enablement and

recovery plans, to engage with local communities and reduce the need for ongoing involvement with statutory services.

- Take the lead for the recruitment, selection and retention of social care staff in order to build a team with the knowledge, skills and experience to deliver a high - quality service now and in the future.
- Be accountable for team budget management. Oversee robust allocation, monitoring and forecasting processes in order to control and monitor expenditure, taking remedial action as required to enable the provision of cost effective services and optimise the use of all resources.
- Take managerial lead for specific Social Care Agendas. Work with partners to enhance the delivery of these agendas. Take the lead for service development and change, applying an evidence base and research as appropriate.
- Ensure record keeping standards, data entry and information governance requirements of KCC are clearly understood and implemented within the team, developing a management plan to achieve this where required.
- Undertake delegated management functions on behalf of the Service Manager or management team as required, to ensure comprehensive cover of key management functions. Provide a range of written and verbal reports and attend and advise at key meetings.
- Actively participate in, and contribute to your supervision and team meetings, to ensure that the service utilises a robust evidence and research base to inform the interventions offered and to ensure that continuous professional development is maintained. Attend mandatory and core training courses as agreed in your TCP.action plan. Actively pursue development opportunities to address gaps in your Safeguarding Capability Framework and to achieve progression in line with the Professional Capability Framework.
- If you join the service as a practicing AMHP you will be required to retain your warrant and contribute to the Dedicated AMHP service.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Team Leader*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Degree in Social Work, CQSW/DipSW or equivalent and registration as a social worker with the Social Work England</p> <p>Registered with the relevant professional body</p> <p>A recognised Post Qualifying Qualification in Social Work (e.g. PQSW, Advanced Award, Higher Specialist PQ Award)</p> <p>Diploma in management or equivalent or working towards this</p>
EXPERIENCE	<p>Significant diverse post qualifying experience in working in integrated adult mental health services</p> <p>Experience of complex Mental Health issues</p> <p>Experience as an Approved Mental Health Professional</p> <p>Experience of research in evidence-based practice and leading on the evaluation and improvement of services</p> <p>Experience of seeking and acting on feedback from people who use services and their carers.</p> <p>Experience of providing consultation, mentoring and developing of qualified social workers and other members of social care staff and liaising with Commissioners and other service providers</p>
SKILLS AND ABILITIES	<p>Ability to utilize resources effectively, oversee and monitor projects and understand the impact of change, engaging others in the change process</p> <p>Ability to recruit, manage and develop a team of social care staff and effectively manage their performance, practice and development needs.</p> <p>Ability to communicate and influence at all levels within KCC, to promote and maintain positive relationships and joint working with the wider mental health service and external and internal stakeholders</p> <p>Ability to manage budgets and team resources and carry out audits as required. To overcome issues that threaten delivery of services, escalating risks where appropriate and dealing with emergency situations.</p>

	<p>KCC is committed to an Equal Opportunities policy that respects people as individuals regardless of age, ethnic origin, gender, sexual orientation, disability, or religion. It is therefore essential that the post holder recognizes that equal opportunities are an integral part of the Directorates service delivery and relationship with the public. The post holder will be required to work within anti-discriminatory practice</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job</p>
KNOWLEDGE	<p>High level of working knowledge of all relevant Mental Health and Social Care legislation and Codes of Practice</p> <p>High level of working knowledge of local and National policy and initiatives</p> <p>In mental health and social care services and KCC management guides.</p> <p>High level of working knowledge of Social Work England requirements.</p> <p>Understanding of data quality and validation issues and ability to ensure accurate inputting of data and information to maintain its integrity and store it safely and correctly</p> <p>High level working knowledge of models of mental disorder, treatment and approaches to social work interventions including complex family dynamics</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Be open</p> <ul style="list-style-type: none"> • Treat people fairly and with respect • Welcome and expect change and evolving technology <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> • Work collaboratively to find new solutions • Be open to challenge <p>Be accountable</p> <ul style="list-style-type: none"> • Take personal and professional responsibility for your actions and performance • Focused on outcomes