



Coventry City Council

## Job Description

<b>Post:</b>	Service Manager- Adult Social Care	<b>Job Number:</b>	Y5405D
<b>Service:</b>	Adult Social Care	<b>Post Number:</b>	
<b>Location:</b>	Citywide	<b>Grade:</b>	10

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To provide effective leadership and management of services for adults in Coventry. This includes short-term assessment and response services and longer-term case management services operating within multi-agency and community settings.

To efficiently and effectively lead and manage services, ensuring they meet relevant quality standards, are responsive, personalised, outcome focused, promote independence and enhance choice and control of people with care and support needs and carers.

To lead and contribute to the overall development of service provision in response to new government initiatives, guidance and legislation.

### Main Duties and Responsibilities:

- Establish, maintain and update operational policies for services within their area of responsibility and ensure their effective implementation.
- Support Heads of Service in the strategic planning and development of services for adults, and ensure that adults and carers participate in the policy and decision-making processes.
- To ensure that assessments are completed and services provided in accordance with Care Act 2014, Mental Health Act 2007, Mental Capacity Act 2005 and other relevant legislation and guidance, and within defined service standards.
- To provide senior level leadership to staff working within the service that positively influences the development and operation of the service.
- To be responsible and accountable for the effective management of staff, ensuring that services are responsive, flexible and to quality standards to meet the needs of people with care and support needs.
- To promote and develop effective partnership working with a range of partners, particularly NHS commissioning and provider services and other statutory agencies, third sector organisations. Including the development of new service initiatives in order to improve local service delivery and outcomes for adults and carers. To ensure appropriate governance arrangements are in place within multi-agency settings.

- To operate services that promote independence and which optimise choice and control.
- Establish and maintain, with the delegated responsibilities, operational policies for Adult Social Care Services in conjunction with relevant service managers within the Directorate and other agencies.
- Responsibility for budgets, ensuring the services operate within established financial frameworks, and undertake full monitoring and reviewing processes. Responsibility for negotiating joint funding arrangements and for effectively recharging other agencies.
- Implementing information systems and the development and maintenance of budgetary control reporting systems, ensuring that appropriate records are kept to audit standards.
- Responsible for the cost-effective use of available resources to optimise service delivery and development.
- Operate within a Performance Management Framework. Responsibility for operational planning and review processes. Working to the achievement of specified performance standards for the service, monitoring and reviewing qualitative and quantitative evidence of achievement and working to performance targets.
- Responsible for the implementation of effective communication strategies and working relationships with people with care and support needs, internal and external users and stakeholders, including third sector organisations.
- Responsible for the appropriate representation and promotion of services in the public and health and social care arena.
- Responsibility for promoting user involvement within the service e.g. providing accessible information to users about services available and gaining the views of users via satisfaction surveys.
- Utilise the resources available to provide a flexible range of services and individual tailored support plans which promote equality and are sensitive to the needs of individual adults (particularly those from diverse communities).
- Direct and advise staff on the interpretation of their role and practice in accordance with their position and level of accountability, including advice on prioritisation, risk management and to delegate as appropriate to staff in accordance with their responsibilities.
- Responsibility for deployment of a range of staff from all backgrounds necessary to ensure the effective and efficient operation of their teams. Responsible for the development of recruitment and retention strategies for the service.
- Accountable for managers, regarding the management of their teams, providing professional supervision and support to the managers and, if appropriate, other staff in accordance with the supervision policy and associated guidance. This will involve the active monitoring of supervision and case files and maintaining an overview of computer records.
- Overall responsibility for the recruitment and development of the workforce including implementing and maintaining systems for staff recruitment, induction, probation, supervision, progression, training, appraisal, discipline, grievance, etc., within guidelines/procedures.
- Ensure effective communication is established and maintained within the service. Convene regular staff meetings, ensuring the briefing of staff is efficiently undertaken and that relevant policies and procedures are also effectively communicated.
- Investigate complex complaints, disciplinary and grievance matters and contribute towards positive employee relations, taking advice from and advising service managers of issues in these areas as they arise.

- Chair complex case conferences and reviews, as required.
- In conjunction with Workforce Development colleagues, manage training budgets and ensure staff training needs are identified and met in line with service plan priorities, central government standards and external value standards.
- Manage positive employee relations within the service, and be involved proactively in local discussions with Trade Unions when this is applicable.
- Maintain a working knowledge of all relevant legislation, statutory instruments, codes of practice and policies and procedures, ensuring that these are adhered to and communicated within the post holder's areas of responsibilities.

#### General

- Maintain confidentiality, security and integrity of information relating to patients, staff and other Health/Social Services business in accordance with the requirement of the Data Protection Act.
- Responsibility for own continued professional development, including maintaining registration with appropriate professional bodies.
- Participate in the corporate appraisal scheme.
- Undertake all mandatory training and attend external courses where identified as part of individual appraisal.
- Provide cover for colleagues and senior managers as appropriate.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

#### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

#### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Team Leaders, CHC Lead Officer, Brokerage Lead Manager, Senior Practitioners

**Responsible to:** Head of Service

**Date Reviewed:** April 2016

**Updated:** August 2020



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>National Government agenda and priorities for the NHS and Social Care.</li></ul>
	<ul style="list-style-type: none"><li>The range of services available to people with care and support needs.</li></ul>
	<ul style="list-style-type: none"><li>The principles and application of performance management.</li></ul>
	<ul style="list-style-type: none"><li>The key issues involved in partnership and multi-disciplinary working</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>Advanced communication skills with all professional groups, senior managers, councillors/non executives, public and people with care and support needs.</li></ul>
	<ul style="list-style-type: none"><li>Able to manage a range of staff, using management interventions to improve performance.</li></ul>
	<ul style="list-style-type: none"><li>Able to produce clear concise reports and written communication</li></ul>
	<ul style="list-style-type: none"><li>Ability to analyse a range of services, HR and financial information.</li></ul>
	<ul style="list-style-type: none"><li>Ability to work under pressure, flexibility, prioritisation and focussed on goals.</li></ul>
	<ul style="list-style-type: none"><li>Negotiation with the third sector regarding commissioned services.</li></ul>
	<ul style="list-style-type: none"><li>Able to develop and deliver services for diverse communities</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>At least 3 years' management experience with health or social care services for adults/older people.</li></ul>
	<ul style="list-style-type: none"><li>Managing complex budgets and of maintaining services while adhering to tight financial targets.</li></ul>
	<ul style="list-style-type: none"><li>Successfully provide leadership and managing change in service delivery to achieve improved outcomes.</li></ul>
	<ul style="list-style-type: none"><li>Working with private/third sector partners and contracted services.</li></ul>
	<ul style="list-style-type: none"><li>Multi/cross agency working at a management level.</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>Professional qualification in a health or social care discipline and current registration with the relevant professional body.</li></ul>
	<ul style="list-style-type: none"><li>Evidence of personal development and commitment to learning e.g. through attainment of management qualification.</li></ul>

<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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