

Job Description and Person Specification

Team Leader

Job Details	
Grade	GRD8
Service	Partners Localities & Social Care
Location	City Wide
Job Evaluation Code	Y5001D

About Coventry City Council

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:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Lead and manage a team to provide responsive, personalised, outcome-focused, and flexible support that meets quality standards that meets the needs of people and their carers effectively.

Main Duties & Key Accountabilities

Establishing and maintaining within the delegated responsibilities the operational policy for the team in conjunction with the Service Manager, and update as necessary

Being responsible for authorising expenditure from the Community Care Budget and coordinating with relevant teams when expenditures impact allocated financial resources and matters.
Overseeing the performance management requirements and national and local performance indicators.
Encouraging collaborative partnerships and inter-agency initiatives with statutory and independent organisations.
Managing staff within the Team by guiding them on interpreting their role and practising according to their position and level of accountability. Providing advice on prioritisation, assessing risks, and overseeing risk management processes effectively.
Leading on recruitment, induction, probation, development planning, supervision, disciplinary actions, grievance handling, and performance evaluations.
Investigating complaints, disciplinary cases, and grievance matters while contributing to positive employee relations advising the Service Leader on arising issues.
Maintaining knowledge of the relevant national legislation, codes of practice and policies, and ensuring application in practice.
Providing cover for the Service Manager and/or colleagues in their absence if necessary
Complying with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults
Ensuring employees are informed, instructed, trained and provided with relevant guidance. To report abuse or neglect involving children or vulnerable adults.

Key Relationships	
External:	Coventry & Warwickshire Mental Health Trust Housing Department Area Co-ordination NHS Coventry Independent and voluntary sector group and providers
Internal:	Service Manager Other Case Management Teams Commissioning

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Staff managed by postholder

Person Specification

Requirements	
Knowledge	Relevant legislation, relating to Care Act 2014, Mental Health Act Equality Act 2010 and statutory guidance.
	Evidence of continuous professional development such as holding or working towards AMHP, BIA or Practice Educator or other relevant experience or accreditation.
Skills And Ability	Broad understanding of diverse people’s and carers’ needs, delivering strength based assessments, coordinating targeted support, and evaluating services collaboratively and efficiently.
	Effective communication skills - verbal and in writing and demonstrate ability to chair meetings.
	Able to investigate and manage disciplinary and complaint matters and manage conflict.
	Work in an anti-discriminatory way with people with care and support needs, carers and colleagues, and promote anti-discriminatory practice within the team
	Able to contribute to the budgetary control process, including the authorisation, monitoring and projection of expenditure and the application

	of other funding streams
	Able to lead on recruitment and the effective induction of staff
Experience	At least 2 years' post-qualifying experience with health or social care services for adults/older people
Qualification	Professional qualification in a health or social care discipline and current registration with the relevant professional body
	Evidence of personal development and commitment to learning e.g. through attainment of management qualification
Special Requirements	This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.