

Job Description and Person Specification

Team Leader

Job Details	
Grade	GRD8
Service	Partners Localities & Social Care
Location	Swanswell Point
Job Evaluation Code	Y5736D

About Coventry City Council
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
To oversee a Mental Health Team team, ensuring support is responsive, personalised, outcome-focused, flexible, and meets quality standards for individuals and their carers.

Main Duties & Key Accountabilities
Establishing and maintain within the delegated responsibilities the operational policy for the team in conjunction with the Service Manager, and update as necessary

Having delegated responsibilities for the management and allocation in respect of all budgets devolved to post holder. Support the full monitoring and reviewing processes in respect of the same. Ensuring the delivery of cost-effective effective services to meet need	
Undertaking assessments and have responsibility for allocated workload when necessary	
Ensuring accurate data is maintained within departmental client recording, HR, and financial systems in the relevant areas under supervision. Complying with the requirements of the Data Protection Act and conducting audits as needed.	
Instituting legal processes and procedures in line with the Departmental Safeguarding procedures to protect people with care and support needs	
Acting occasionally as a workplace supervisor or practice assessor for social work students, or serving as mentor or assessor for developing staff members.	
Promoting collaboration and partnerships with statutory and independent organisations, including Coventry & Warwickshire Mental Health Trust, Housing Department, Area Co-ordination, and NHS Coventry.	
Contributing to performance management requirements and national and local performance indicators, as necessary	
Sharing responsibility with the Team Manager for building productive relationships with agencies, including voluntary sector groups and service providers. Promoting collaborative partnerships with statutory and independent organisations, such as Coventry & Warwickshire Mental Health Trust, Housing Department, Area Co-ordination, and NHS Coventry.	
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 managing risks effectively.	
Overseeing daily team operations to ensure tasks are completed efficiently and align with organisational goals.	
Investigating complaints, disciplinary matters, and grievances while contributing to positive employee relations and providing advice on emerging issues when necessary.	

Key Relationships

External:	Coventry & Warwickshire Mental Health Trust Housing Department Police Independent and voluntary sector group and providers
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Internal:	Other Case Management Teams Commissioning
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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 Post Holder

Person Specification

Requirements

Knowledge	The City Council's policy on equal opportunities and equality services and opportunities and
	Knowledge of assessment models, care management and reviewing processes and awareness of other methods of intervention, eg. Group work, community work, etc.
Skills And Ability	Experienced in collaborating with individuals requiring care and support along with capacity to
	Offer professional oversight to team members and address matters concerning their development, learning, and performance to support continuous growth within the group.
Experience	At least 2 years' post-qualifying experience with health or social care services for adults/older people with Acute Mental Illness
Qualification	Professional accreditation as an Approved Mental Health Professional