



Coventry City Council

## Job Description

<b>Post:</b>	Team Manager, Mental Health	<b>Job Number:</b>	
<b>Service:</b>	People – Mental Health	<b>Post Number:</b>	1002418
<b>Location:</b>	Tile Hill Health Centre	<b>Grade:</b>	G 9

### 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 manage the multi-disciplinary team
- To be responsible and accountable for the efficient and effective management of the Team
- Ensure the services provided are responsive, flexible and to quality standards to meet the needs of service users
- To liaise with General Practitioners and other professionals in Secondary Mental Health Care and Adult Social Services to promote Mental Health Services in the Community
- To liaise with the General Manager, Adult Social Care and on professional social work matters and Locality Manager for Coventry and Warwickshire Partnership Trust for Mental Health

### Main Duties and Responsibilities:

1. The postholder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council and Health Trust's Equal Opportunities Policy
2. To be responsible and accountable for the management of the Team and to delegate as appropriate to the Deputy Manager or Senior Practitioner in accordance with their service management/practitioner responsibilities
3. To provide managerial support and supervision to the Deputy Manager and Senior Practitioner within the Team
4. To provide professional supervision to the Senior Practitioners, as necessary and/or as requested within the Mental Health Services
5. To be overall responsible for the management and allocation in respect of all devolved budgets to postholder. To undertake full monitoring and reviewing processes in respect of same
6. To assist in the co-ordination of the city-wide AMHP function

7. To be overall responsible for ensuring accuracy of actual and predicted expenditures are reported and appropriately acted upon
8. To contribute to service developments working with colleagues and other agencies to maximise service planning initiatives
9. Chair the Referral and Allocation Meetings and Safeguarding Meetings as required.
10. To be accountable for ensuring accurate data is contained within the Carenotes and Care Director (Or its replacement) and Resource Link systems as required. Ensure the requirements of the Data Protection Act are complied with and audited as necessary
11. To contribute to charter standard requirements and national statistical information requirements as necessary
12. To establish, monitor and evaluate audit service requirement, including the setting of acceptable standards of performance for service provision
13. To liaise with and establish effective working relationships with multi-disciplinary agencies, departments and the independent sector group and providers. Promote partnerships with the Coventry and Warwickshire Partnership Trust, joint and interagency working partnership arrangements and other initiatives with statutory and independent sector organisations, including Clinical Commissioning Groups, Housing Department, Police, Probation, etc, participating in statutory and third sector initiatives as appropriate
14. To promote evidence, strength based and promoting independence practice within the work of the Team and professional excellence
15. To assist and ensure the effective implementation of the Guardianship policy and to assist in the co-ordination of the Departmental Process in accordance with the Guardianship procedure
16. To foster and maintain partnership links with the Commissioning Team with the specific aim of contributing to the mapping of future service needs; commissioning services and assessing service requirements
17. To contribute to the development of service planning process for the Team
18. To participate in the AMHP Rota as necessary
19. To participate in the Deprivation of Liberty Safeguards Authorisations rota as required.
20. To contribute to the development of new services, the re-framing of services and the seeking of views of service users in moving services forward, to meet the needs and demands of the users
21. To provide professional advice, guidance and support to AMHP's across the City as necessary
22. To establish a performance assessment programme, eg. gaining the views of service users via satisfaction surveys of service provision, and responsible for ensuring the quality of service offered is to pre-described standards
23. To utilise the resources available to provide a flexible range of services and individual tailored packages of support and care which are sensitive to the needs of individual adults (particularly those from black and minority ethnic communities and with special needs) in partnership with other Adult Social care Teams, other agencies and independent sector providers

24. To direct and advise staff within the Team on the proper interpretation of their role and practice in accordance with their position and level of accountability, including advice on prioritisation, risk assessment and risk management
25. To manage staff in the Team to include recruitment and selection, induction and probation; identification of training and development needs, supervision; disciplinary and grievance matters, and performance assessments
26. To ensure effective communication is established and maintained within the Team. Convene regular staff meetings; ensuring the briefing of staff is efficiently undertaken and that Policies and Procedures are also effectively communicated
27. To investigate complaints, disciplinary and grievance matters and contribute towards positive employee relations, taking advice from and advising appropriate Adult Social Care and Health Trust Senior Managers of issues in these areas as they arise.
28. To investigate Serious Untoward Incidents and prepare reports for Immediate Management Reviews.
29. To maintain a working knowledge of all relevant legislation, statutory instruments, codes of practice and departmental policies and procedures, ensuring that these are adhered to and communicated within the postholder's area of responsibility
30. To be responsible and accountable for ensuring a safe working environment. Team compliance for Health and Safety at Work Regulations, Risk Assessment both personal and management, and to have responsibility for the safety and security of the accommodation
31. To provide cover for other Team Managers in their absence as and when necessary
32. The postholder will be required to undertake any such duties as necessary in accordance with their level of responsibility and accountability

- 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:** Senior Practitioners, Approved Mental Health Professionals, Social Workers, Community Care Workers,

**Responsible to:** General Manager, Adult Social Care Mental Health, Locality Manager, Coventry and Warwickshire Partnership Trust

**Date Reviewed:** 2011

**Updated:** Feb 2021



Coventry City Council

## Person Specification

<b>Post:</b>	Team Manager, Mental Health	<b>Job Number:</b>	
<b>Service:</b>	People – Mental Health	<b>Post Number:</b>	1002418
<b>Location:</b>	Tile Hill Health Centre / Swanswell Point	<b>Grade:</b>	9

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Of Equal Opportunities Policy and how to ensure service provision which is sensitive and relevant to all service users</li><li>• Of relevant legislation, policy and guidelines in relation to adults with mental health problems (including the 1983 Mental Health Act, (revised 2007) Code of Practice, The Care Act 2014, The Mental Capacity Act 2005</li><li>• Of factors relating to a positive industrial relations climate</li><li>• Of procedures relating to the investigation of grievance and disciplinary matters</li><li>• Comprehensive understanding of the range of Social Services and Health provision to meet need</li><li>• Awareness of procedures in relation to personnel, financial, budgetary and other support functions</li><li>• Knowledge of the principles of sound financial management and budgetary processes and controls</li><li>• Of computer based systems operating in the service area</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• In managing a team's workload including the establishment of initial referral taking, assessment, allocation and workload management systems in line with departmental and policy priorities</li> <li>• In working with service users to identify need and arrange services to meet need</li> <li>• In anticipating and responding appropriately to situations of conflict</li> <li>• In effective communication, verbally and in writing</li> <li>• In numeracy in order to understand statistical and financial data related to service provision</li> <li>• In chairing meetings</li> <li>• In leading, motivating and supporting staff</li> <li>• In assessment and management of risk</li> <li>• To work in an anti-discriminatory way with service users, carers and colleagues</li> <li>• To develop effective working relationships with service users, carers, colleagues, other agencies, elected members and NHS Trust/managers</li> <li>• To work to service standards and set objectives, monitor performance against relevant indicators and demonstrate a commitment to quality in service provision</li> <li>• To organise and manage disciplinary and complaint matters</li> <li>• To contribute towards the development of services in Coventry</li> <li>• To manage budgets including the monitoring and projection of expenditure</li> <li>• To participate in the recruitment and effective induction of new staff</li> <li>• To provide professional development and performance</li> <li>• To manage change positively and constructively</li> <li>•</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 2 years post-qualification experience, having attained CW2 status or equivalent</li> <li>• Experience of assessment and care management work with people with mental health problems</li> <li>• Of supervision of staff</li> <li>• Minimum of two years experience as an Approved Mental Health Professional</li> </ul>
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<b>Educational:</b>	<p>Dip SW, CSS or CQSW or a SW England validated equivalent from another country</p> <ul style="list-style-type: none"> <li>• Approved Mental Health Professional Qualification</li> </ul>
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<b>Special Requirements:</b>	<p>For posts that are subject to Protection of Children Regulations the following statement must be annotated:</p> <p>* "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"</p>
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**Date Reviewed:** 2011

**Updated:** February 2021