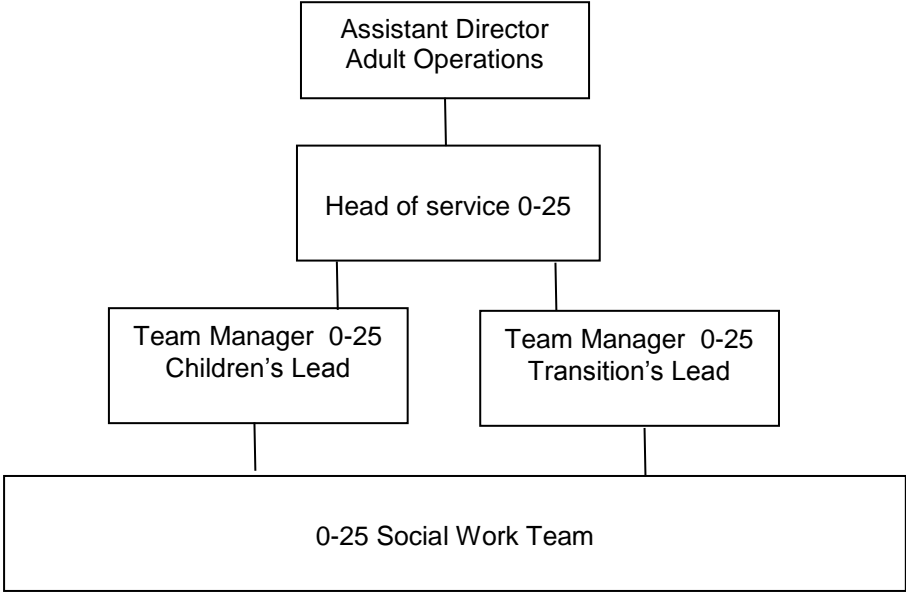


Job Description

Department:	Adult Services
Division/Section:	Adult Social Care
Job Title:	Team Manager 0-25 (Transition's Lead)
Post No:	010157
Grade:	14
Reports to:	Head of Service 0-25
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD A[Assistant Director Adult Operations] --> B[Head of service 0-25] B --> C[Team Manager 0-25 Children's Lead] B --> D[Team Manager 0-25 Transition's Lead] C --> E[0-25 Social Work Team] D --> E </pre>
Does the post involve working in regulated or controlled activity with children or vulnerable adults? CRB Check applicable?	Regulated <input checked="" type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes X No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 7 No. of indirect reports: 0

Size of budget:	Accountable for (i.e. shared budget holder) . Shared Budget Holder for section 17 Budget £5000
Job Purpose:	<ol style="list-style-type: none"> 1. To manage the overall decision making, planning and delivery of services to Service users and carers. 2. To manage a team of staff within the legislative and Procedural framework of Peterborough City Council. 3. To manage the allocated budget of the service and team for which the Manager is responsible. 4. To manage the development of strategic policy and procedures within the Departmental Business planning processes. 5. To contribute to Children's and Adult Social Care Performance Management Framework that supports the priorities of the Service, Departments and Council.

Main Duties and Responsibilities:

<ol style="list-style-type: none"> 1. To support staff to work collaboratively and sensitively with service users and their carers and where necessary manage the complaints process. 2. To be responsible for the allocation of work and implementation of Service delivery in accordance with statutory/ regulatory and operational standards, policy and procedures for the service. 3. To review services and make recommendations for service improvement, policy development and operational standards. 4. To manage the supervision, annual Appraisal, personal development and career progression of individual team members including capability and disciplinary matters in accordance with PCC policies and procedures. 5. To engage in regular supervision and annual appraisal with the Head of Service 6. To be responsible for staff compliance with Legislation, National Regulations, Standards and guidance and PCC policies and procedures. 7. To manage and monitor a range of delegated budgets assigned to the post. 8. To manage workforce planning, recruitment and induction of staff. 9. Maintain accurate and up to date records safely and confidentially in accordance with the Authority's policies and procedures. 10. To be responsible for the collection and analysis of performance management information and to manage this information effectively to achieve the Departments objectives, and targets for improvement. 11. To work closely with the Team Manager 0-25 Children's lead and deputise in their absence 12. To manage the Service plans and be responsible for effectively communicating strategic planning and decisions to staff through the communication strategy and team meetings. 13. To be responsible for identifying, assessing and managing risk to service users, employees, the organisation and resources arising from the work delivered by the service.

14. To ensure staff are responsible for fulfilling the requirements of registration with the GSCC in respect of conduct, professional development and National Occupational Standards.
15. Develop effective partnership working with colleagues in related teams/ agencies both in terms of providing effective responses to service user's needs and to fulfil the Safeguarding of Vulnerable Children and Adults.
16. To carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or service users. The post holder should counteract such practice or behaviour by challenging or reporting it.
17. To comply with all Health & Safety at work requirements as laid down by the employer.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:	17.04.2018	COMPLETED BY:	Debbie McQuade
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