

JOB DESCRIPTION

Position Title:	Locality Manager	Date Prepared:	April 2013
Directorate:	Families	JD Reference no	
Department:	Adult Social Care	Grade:	PO7
Location:	30 Coleridge Road, Walthamstow, E17 6QU		

JOB PURPOSE

The team work with learning disabled adults from the age of 18 years and their carers. The number of people with complex needs coming in to the service continues to increase with Waltham Forest having one of the highest number of young people transitioning from children's services who require adult services.

The post holder will manage the assessment, care management and specialist health care service for people with a learning disability and their carers, making a significant contribution to the continual development of the service.

ROLE DIMENSIONS

The team is managed by North East London NHS Trust under a section 75 agreement.

The post holder will be will accountable to and receive strong support from a service manager who is jointly accountable to the local authority and NHS Trust.

The post holder will have responsibility for the Learning Disabilities team, comprising social workers, nurses, speech & language therapy, physiotherapy, occupational therapy, psychology and psychiatry. There are two deputy managers.

PRINCIPAL ACCOUNTABILITIES

Leadership

1. Manage the integrated assessment, care management and specialist health team for people with a learning disability and their families.
2. Lead the Learning Disabilities team in the achievement of the authority's key purposes and in the continuous improvement of its performance, monitoring the performance of the Team against set targets and nationally-set performance indicators.
3. Undertake direct managerial supervision of staff within the team.
4. Prepare and write reports for service and project management groups.
5. Prepare briefing papers for senior officers.

6. Manage projects including developing and maintaining project timetables. Ensure that project tasks are developed on time, to investigate and remedy the cause of any delays which may impact on the successful completion of a project.
7. Ensure referrals to the Integrated Team are processed and allocated appropriately, and ensure that assessments and care plans are of a multi-disciplinary nature.

Quality Control

1. Implement effective Safeguarding Adults Procedures.
2. Manage performance against agreed targets and report to senior managers.
3. Monitor and manage complaints, ensuring that appropriate actions are taken within current policy and guidance, to ensure that risks are minimised and learning points implemented
4. Ensure that personalisation is embedded within the service.

Supervision & Support of Staff

1. Organise staff selection in accordance with equalities legislation, good practice guidance and both the Council's and Health Service's procedures.
2. Ensure an annual service plan is completed.
3. Operate, where necessary, within both the Council's and Health Service's agreed Grievance and Disciplinary Procedures.
4. Ensure professional leadership for each discipline, ensuring the development and maintenance of quality and a high standard of professional practice which meets the requirements of the major drivers in Learning disability services.
5. Ensure individual training needs are identified and appropriate training plans developed, and ensure that all qualified staff participate in continuous professional development in line with government legislation and guidance, ensuring that annual appraisals are completed for all staff.
6. Recruit, select and retain good quality staff as necessary.
7. Promote and develop person centred planning and self-directed support in line with the personalization agenda.
8. Ensure the Learning Disabilities team follows safeguarding policy and procedure.

Managing Resources

1. Manage the team budget ensuring that appropriate financial management systems are in place.
2. Ensure that all staff are aware of and work within financial regulations, contract standing orders, agreed procedures and audit advice.
3. Prepare action plans in response to audit reports and ensure the required action is taken within the agreed timescales.

4. Monitor expenditure against budget and produce regular financial reports in the agreed format and contribute to any recovery plans which may be required.
5. Attend the monthly budget call over meeting and ensure that all financial details relating to the team are up to date.
6. Provide day to day direction and support to purchasing officers in order that appropriate arrangements are in place.
7. Ensure that savings are identified and to ensure that staff understand the need to review service packages to ensure best value.

Joint Working

1. Represent the Learning Disability Service in inter agency project groups and meetings as agreed with the Service Manager
2. Collaborate and negotiate with representatives from Health, voluntary sector, and private sector to ensure effective working relationships and the development of comprehensive services and joint initiatives as agreed with Head of Service and line management.
3. Attend multi agency meetings.

Service Users and Carers

1. Actively promote the Personalisation agenda, and support and implement self-directed support.
2. Ensure that individual care plans and care packages meet the needs of services users and carers who are eligible for services within the allocated budget.
3. Actively promote the Council's and Health's equal opportunities policies
4. Maintain records using the agreed client information databases. This will include using ISIS and RIO
5. Provide management consultation, advice and guidance to team members on assessments and on-going casework, ensuring all cases are reviewed and monitored.
6. Organise and chair a range of meetings (both internal and external) including case conferences, reviews and project groups.
7. Manage health and safety within the workplace to ensure the safety of staff, clients and others. Included in this role is the responsibility for safety systems, risk assessments and safety audits.
8. Maintain at all times a courteous, helpful and polite response to members of the public, service users, carers and other professionals

Information Technology

1. Manage computerised information systems, ensuring appropriate steps are taken to protect data integrity and that all users comply with information security policies.
2. Ensure a high standard of computer record keeping in order to support good health and social work practice.
3. Ensure that computerised data is up to date and can be used to inform the required performance reports.

General

1. Keep abreast of changes in legislation; national and local trends.
2. Develop and maintain a working knowledge of major Government and NHS policies, procedures and practice guidance.
3. Maintain management information systems and provide regular reports identifying trends and proposing solutions where problems are identified.
4. Be smart and presentable at all times in compliance with the current dress code (NELFT)
5. To understand and comply with the Council's Equal Opportunities Policy
6. All employees are expected to demonstrate a commitment to the Council's Core Values and to the Council's Management Standards for all management posts.
7. To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.



PERSON SPECIFICATION

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Directorate:	Families	Position Number:	50008442
Department:	Adult Social Care	Grade:	PO7
Location:	30 Coleridge Road, Walthamstow, E17 6QU		
WS=Written Submission		I= Interview	T= Test

Person Specification	Essential	Desirable	Method of Assessment
EXPERIENCE			
1. Extensive post-qualification experience.	✓		WS
2. Demonstrable supervision experience.	✓		WS,I
3. Experience of working with people with a learning disability.	✓		WS,I
4. Care / Case Management	✓		WS,I
5. Leadership	✓		WS,I
SPECIAL ABILITIES/APTITUDES			
1. Sound working knowledge of the safeguarding policies & procedures and the ability to ensure all staff are competent in following the procedures	✓		WS,I
2. Sound working knowledge of the policy framework and statutory obligations in relation to community care and health services.	✓		I
3. Proven ability to initiate good working practices, develop and monitor quality of service provision.	✓		I
4. Effective communication skills, including the ability to produce complex reports, combined with a sympathetic and realistic approach to service user needs.	✓		I,T
5. An understanding of the commitment to the principles of equal opportunities	✓		I-T

and equal access to services, together with the ability to work in a culturally sensitive manner at all times.			
6. A willingness and ability to acquire computer skills.	✓		WS
7. Proven ability to work effectively and harmoniously as part of a team allied to experience of, and commitment to working in a multi-disciplinary context.	✓		I
8. An ability to work in a flexible manner in a demanding environment, without close supervision, together with a commitment to team working.	✓		I
9. Ability to assimilate complex information, organise, prioritise and delegate as appropriate.	✓		I,T
10. Ability to manage a complex budget within the available resources.	✓		I,T
11. Ability to speak the most common community languages in Waltham Forest other than English. These include Turkish, Urdu, Somali, Albanian, Bengali, Hindi and French.		✓	WS
OTHER POSITION SPECIFIC REQUIREMENTS			
1. To cover Monday – Friday , with a flexible approach to working hours, including attendance at meetings outside standard "office hours"	✓		I
2. Able to travel for the requirements of the job.	✓		I
3. Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓		I
4. Commitment to the Council's Core Values and the Management Standards	✓		I
5. To understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓		I

EDUCATION AND TRAINING 1. Appropriate professional qualification i.e.: Dip SW, CQSW, CSS, RMNH/ LD or Equivalent.	✓		WS,I
DISQUALIFYING FACTORS 1. Indication of sexist, racist or anti- disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.			