

# Job description

Job title: Area Practice Manager (People - Adults)  
Grade: Dorset Grade 12 + 1LM  
Job evaluation reference: HS444  
Job family: Health and Social Care

## Purpose and impact

1. This role is non-case holding and responsible for leading and managing a team to meet performance requirements.
2. To lead and manage a team including specialist professionals in order to enable people to live independently for as long as possible and to achieve outcomes which promote their health and wellbeing.
3. To ensure the provision of an effective strengths-based assessment, support planning and review service within a designated area of specialism or locality.
4. To ensure that team practices promote joint working and support prevention with partner agencies including health and the voluntary and community sector.
5. To effectively manage demand and resources for adult social care within a designated area of specialism or locality.
6. To ensure that person centred outcomes are achieved in the most resource effective way.
7. To lead, manage and provide professional direction to staff in a team in line with national professional standards

## Key responsibilities

8. To be responsible for Team Management and leadership of the team (all professions and roles).
9. To set and monitor team and individual performance standards and expectations.
10. To be accountable for team delivery against performance and quality standards
11. To ensure delivery of effective person-centred assessments, support plans and outcomes which promote independence and control for service users and carers including the promotion of direct payments where appropriate.
12. To promote and safeguard the welfare of children and vulnerable adults.
13. To provide regular performance monitoring reports to the Locality/Specialist Manager on service and quality issues including resource allocation, complaints and compliments (customers and partners), caseload, vacancies and team resourcing (including recruitment/retention matters) and absence levels.
14. To contribute to effective local integrated working and service planning in respect of designated areas of specialism or locality.
15. To contribute to wider service development and identifying gaps and commissioning opportunities.
16. To make decisions in relation to service provision and people management in accordance with levels of delegated authority.
17. To be accountable for people management within the team including responsibility for ensuring regular practise supervision or one to one's, team meetings, and for the quality and timeliness of Performance and Development Reviews.
18. To promote and facilitate continuous professional development and workforce development planning within the team.



## Job description

19. To monitor caseload and work allocation within the team ensuring that work is undertaken at the appropriate level.
20. To ensure management of duty rosters.
21. To chair safeguarding meetings and other joint meetings as required.
22. To undertake training as required
23. To contribute to the provision of a response to civil emergencies as required.
24. To deputise at meetings for the Locality/Specialist Manager as required.
25. To undertake other comparable or lesser duties as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### Supervision and management

26. Reporting to: Area Manager or equivalent
27. Responsibility for: Responsible for the direct line management and supervision of a team of 6 to 15 direct reports.

### Other factors

28. Significant role in agreeing the allocation of resources to service users and carers in line with Care Act requirements. Responsible for use and safekeeping of data
29. Primarily office based with requirement to travel between localities and to respond to service demand working within the community, hospitals and prison setting. This may include working with partner organisations and differing customer groups.
30. Requirement to undertake lone working

### Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Degree of equivalent in relevant social care or health profession (e.g. DipsSW; DipOT, CQSW).
2. HCPC registration (If qualified Social Worker or Occupational Therapist).
3. Commitment to continuing professional development
<b>Experience</b>
4. Substantial post-qualification experience.
5. Proven ability to lead, inspire, manage, appraise and enable and encourage the continuous development of staff.
6. Proven experience of effective management of resources and budget management
7. Proven experience of the regular and effective use of computer packages and self-service staff and performance monitoring and management tools.
8. Extensive experience of dealing with complex cases and managing conflict.
9. Experience of working within assessment frameworks.
10. Experience of operating within duty/allocation systems and assessment work with local authority.
11. Experience of managing and chairing meetings.
12. Experience of working in collaboration and partnership with other relevant agencies and the voluntary and community sector.
13. Experience of working in a field relevant to the post.
14. Relevant experience with user group.
<b>Skills, abilities &amp; knowledge</b>
15. Knowledge of legislation, regulations and Practice Guidance relevant to the post (e.g. Care Act 2014; Mental Health Act 1983, Mental Capacity Act 2005, Human Rights Act, Health and Safety at work act, 1996 Housing Grants, Construction and Regeneration Act, Data Protection Act etc).
16. Knowledge of deprivation of liberty and best interest assessments.
17. Knowledge of the social policies, procedures and practices relevant to the service.
18. Knowledge of current practices and processes for managing the needs of the customer group.
19. In depth knowledge and understanding of managing risk
20. Knowledge of a variety of approaches to leadership and management include coaching, mentoring skills.
21. In depth knowledge of child/adult safeguarding requirements/procedures.
22. Health and safety in practice and the workplace.
23. Anti-discriminatory practice
24. Comprehensive understanding of the role and contribution of other agencies.
25. Knowledge of performance and budget management principles and effective resource management.
26. High level of communication skills, both written and oral.
27. High level of negotiation skills.
28. Ability to lead and motivate staff
29. Ability to manage people, performance and resources effectively and robustly, to a high standard.
30. High level of assessment and support planning skills.
31. Ability to operate and manage within a multi-disciplinary team structure.
32. Ability to manage conflict.



# Person specification

33. Ability to lead a team and contribute to service development
34. Ability to give clear, constructive advice to team members regarding complex cases.
35. Ability to prioritise workload and evaluate risk
36. Good level of IT and recording skills.
37. Ability to chair and manage relevant meetings
38. Ability to work flexibly according to the demands of the post.
39. Ability to fulfil the travel requirements of the post.

## Behaviours

40. <a href="#">Respect</a>
41. <a href="#">Responsibility</a>
42. <a href="#">Recognition</a>
43. <a href="#">One Team: Collaboration</a>

## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

## Qualifications/ training/registrations

44. Management award/training e.g. NVQ 4.
45. Best Interest Assessor.
46. Practice Assessor/Supervisor/Teacher Award.

## Approval

Manager	Harry Capron	Date	December 2017
---------	--------------	------	---------------

