

# Job description

Job Title: Shared Lives Team Manager

Grade: 12

Job Evaluation Reference: TC111

Job Family: Health and Social Work - Adults

## Purpose and impact

- To direct, manage, develop and deliver a high-quality Shared Lives Service which includes provision of long-term care, short-term care and day opportunities for adults (and potentially young people 16 years +) who have care and support needs
- To ensure that direct reports work with individual Shared Lives Carers to enable them to deliver individualised care and support that is compliant with Care Quality Commission regulation. This will include person-centred care that facilitates development of independent living skills, enables service users to be part of their community, maintains good health and wellbeing and promotes engagement in educational and occupational activity.
- To ensure that care and support is delivered in a way that ensures that service users are at the centre of decision-making, and that their rights are upheld in accordance with the law and Dorset County policy

## Key Responsibilities

- To engage with the Care Quality Commission and obtain / maintain Registered Manager status and to undertake training as required (including on-going leadership and post qualification professional development) to preserve this status.
- To ensure that the Service remains Safe, Effective, Caring, Responsive and Well-led, and is compliant with Care Quality Commission regulations and standards
- To promote and safeguard the welfare of children and vulnerable adults.
- To lead in the development and growth of Dorset Shared Lives
- To promote innovation and deliver new and creative ways of meeting service user outcomes in line with the Directorate's priorities and vision
- To ensure that service delivery is consistent with evidence informed practice, the law, customer feedback and Dorset Council's vision
- To recruit and induct new staff in line with Dorset Council's policy and procedure
- To be accountable for people management within the Team including responsibility for managing issues concerning staff conduct, capability and attendance in accordance with levels of delegated authority
- To provide leadership and management concerning team and individual staff member development, including responsibility for regular practice supervision and one to ones, Team meetings and timely completion of Performance and Development Reviews
- To promote and facilitate continuous professional development and workforce development planning. To identify current individual, service and team future learning and development needs through supervision and performance and development reviews.
- To ensure that the scheme maintains membership of Shared Lives Plus and has an active presence at regional meetings and in networking within the organisation
- To ensure that user engagement and co-production is integral to service delivery and development



# Person specification

- To be accountable for team delivery against performance standards and operation within financial or budgetary guidelines
- To produce quality, performance, and accountability reports as and when required by the Shared Lives Quality and Safety Committee, and by wider senior leaders
- To attend relevant meetings and represent the Shared Lives Scheme
- To monitor caseload and work allocation within the team ensuring that work is undertaken at the appropriate level.
- To chair Team meetings and other joint meetings as required.
- To develop and proactively maintain effective working relationships with colleagues in the Directorate, local health partners and statutory, voluntary and independent sector agencies.
- To contribute to the provision of a response to business continuity civil contingencies 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

- Reporting to: Specialist Manager Learning Disability / Nominated Individual
- Responsibility for: Direct line management and supervision of a dedicated Team of staff responsible for delivery of a Shared Lives service in Dorset, including the provision of Business Support functions to the Team

## Other factors

- Significant budget and people management responsibility.
- Responsible for use and safekeeping of data
- Primarily office based with requirement to travel across the County and to respond to service demand working within the community. This will include working with partner organisations and differing customer groups.
- Requirement to undertake lone working with potential risk of verbal or physical abuse.

## 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.

<b>Essential</b>	<b>Desirable</b>
The minimum essential requirements for the above post are as follows:	Will only be used in the event of a large number of applicants meeting the minimum essential requirements:
<b>Qualifications/Training/Registrations</b>	
Required by law, and/or essential to the performance of the role	
1. Managerial Qualification at level 4 minimum (or Managerial Qualification at level 3 plus prior management experience in a similar role)	Best Interest Assessor.
2. Degree or equivalent in relevant social care or health profession (e.g. DipSW; DipOT; CQSW).	Practice Assessor/Supervisor/Teacher Award.
3. HCPC / Social Work England registration (If qualified Social Worker or Occupational Therapist).	Registered Manager of a Care Quality Commission regulated service
<b>Experience</b>	
4. Substantial post-qualification experience.	Experience as a Registered Manager in another service
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.	
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10. Experience of working within assessment frameworks.	
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.	



## Person specification

13. Experience of working in collaboration and partnership with other relevant agencies and the voluntary and community sector.	
14. Experience of working in a field relevant to the post	
15.	
<b>Skills, Abilities &amp; Knowledge</b>	
16. Knowledge of legislation, regulations and Practice Guidance relevant to the post (e.g. Health and Social Care Act 2008 (Regulated Activities) Regulations 2014; 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).	Knowledge of a variety of approaches to leadership and management include coaching, mentoring skills.
17. Knowledge of deprivation of liberty and best interest assessments.	
18. Knowledge of the social policies, procedures and practices relevant to the service.	
19. Knowledge of current practices and processes for managing the needs of the customer group.	
20. In depth knowledge and understanding of managing risk	
21. High level of communication skills, both written and oral	
22. High level of negotiation skills.	
23. Ability to lead and motivate staff	
24. Ability to manage people, performance and resources effectively and robustly, to a high standard.	
25. Ability to manage conflict.	
26. Ability to lead a team and contribute to service development	
27. Ability to give clear, constructive advice to team members regarding complex cases.	
28. Ability to prioritise workload and evaluate risk	
29. Good level of IT and recording skills.	
30. Ability to chair and manage relevant meetings	
31. Ability to work flexibly according to the demands of the post.	



## Person specification

32. In depth knowledge of child/adult safeguarding requirements/procedures.	
Health and safety in practice and the workplace. 33.	
34. Anti-discriminatory practice and person-centred approaches	
35. Comprehensive understanding of the role and contribution of other agencies.	
36. Knowledge of performance and budget management principles and effective resource management.	
<b>Behaviours</b>	
37. <a href="#">Respect</a>	
38. <a href="#">Responsibility</a>	
39. <a href="#">Recognition</a>	
40. <a href="#">One Team: Collaboration</a>	
<b>Other</b>	
41. Ability to fulfil the travel requirements of the post	

<b>Approval</b>			
Manager		Date	

