# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Team Leader – Learning Disability Services

# DEPARTMENT: Adult Social Care and Health

# LOCATION: Countywide

# GRADE: Single Status 8

# RESPONSIBLE TO: Service Manager

# Purpose of the Role:

To supervise designated staff to maintain a safe, caring, effective and responsive service. To lead, alongside the service manager, the day to day running of the service, ensuring that all Health and Safety requirements are maintained.

# To manage, alongside the service manager, the deployment of staff, ensuring that resources are used effectively and within budget limitations

# Key tasks:

1. To take responsibility for the efficient running of the service on a day to day basis. This will include effective rota management and staff deployment.
2. To confidently lead a staff team, under the guidance of the service manager. This will include contributing to the selection, recruitment and training of staff.
3. To ensure high performance from a designated staff team through the effective use of supervision and practice observations. This will include, where necessary, taking action to ensure smooth running of the service.
4. To promote high standards of support that meets individual needs and achieves desired outcomes. This will include modelling good practice and monitoring the overall practice standards of the staff team.
5. To take responsibility for appropriate budgetary control, within the department’s scheme of delegation.
6. To be responsible for the Health and Safety of staff and ensure the safe and efficient management of buildings, within the specific service area, in accordance with statutory and departmental requirements.
7. To ensure that safe working practices are maintained through effective risk assessment and risk management processes.
8. To take responsibility for ensuring that safe systems are in place for the administration of medication by monitoring and overseeing practice.
9. To deal appropriately with any emergencies that may arise, including adherence to the Sussex Safeguarding Adults Policy and Procedures.
10. To deal appropriately with clients, their family or carer, colleagues, members of the public, and partner agencies, always representing the County Council positively.
11. To contribute to the development of the service by ensuring that improvements are identified and action taken appropriately.
12. To maintain and update information systems, including computerised systems.
13. To take on specific projects, or areas of responsibility, as identified by your line manager.
14. To work flexibly across Learning Disability services; this may involve covering duties in other locations as required by your manager.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Team Leader – Learning Disability Services

# GRADE: Single Status 8

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent organisation and prioritisation skills including time management. * Good interpersonal and communication skills with the ability to produce clear concise documents, to include, reports, support plans and letters. * Ability to converse at ease with customer and provide advice in accurate spoken English. * Ability to promote and monitor good practice. * Ability to make decisions in a timely manner, as appropriate and according to the remit of the post. * Ability to develop and sustain collaborative working relationships with clients, their family or carers, colleagues, managers and other professionals. * Ability to lead, motivate and manage a staff team. * Ability to model good practice standards, and coach staff as appropriate, as well as the ability to guide and instruct staff when necessary. * Ability to use Microsoft Word and Outlook. * Ability to take responsibility, temporarily, for a service and staff team in the absence of more senior staff. |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Ability to access a wide range of information and resources using computer technology. * Proficient in the use of spreadsheets and analysing data. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates |
| * QCF or NVQ level 3 in care or other similar relevant qualification. |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates |
| * Recognised management qualification. * Basic Food Hygiene Certificate. * First Aid Certificate. |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of Support Planning principles and person centred planning. * Knowledge of Health and Safety requirements. * Knowledge of the issues related to Safeguarding Vulnerable Adults. * Knowledge of the safe administration of medication. * A clear understanding of the role and function of support staff. * Knowledge of current practice and research that may be relevant to the post. * Knowledge of the role and remit of the Care Quality Commission. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of Adult Social Care policies. * Knowledge of local facilities, opportunities, services and resources. * Knowledge of the fundamental standards required by the Care Quality Commission |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working with people that have a range of support needs including challenging behaviour. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working within a social care or similar setting. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * A positive attitude towards the rights of people with learning disabilities. * Able to judge when to use and act on own initiative. * A flexible approach to work. * Able to reflect on and critically evaluate own performance and learn from experiences. * Adaptable to change. * Commitment to improving services. * Possession of a full driving licence or able to demonstrate how the travel requirements of the post will be fulfilled. This may include working in services across the County. |

# Other desirable criteria

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| These criteria will be assessed at the application and interview stage |
| * Willingness to undertake tuition and a driving assessment for D1 category of driver’s licence if necessary. Anyone who passed a car-driving test on or after 1st January 1997 will not have category D1 on his or her licence. This is the category required to legally drive a minibus on the public highway. A minibus is a vehicle that carries between 9 and 16 passengers. |

**Date (drawn up):** April 2017

**Name of Officer(s) drawing up person specifications:** Kay Holden

**Job Evaluation Reference:** 9158

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |