**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job title** | Team Manager |
| **Department** | Operations |
| **Reports to** | Senior Operations Manager |
| **Grade** | 4 |

|  |  |
| --- | --- |
| **Job purpose** | To assist in delivering TP’s Mental Health strategy within a number of services which reflects our person centred values and the high levels of ambition we have both for the recovery of the individuals for whom we provide support and the development of our own staff. This is done by assisting the Senior Operations Manager in leading, developing and co-ordinating teams withinyour hub to ensure the delivery of high quality, innovative and cost effective care. |
| **Key accountabilities** | Contribute to the effective planning of excellent person-centred care andsupport plans throughout the hub that meet the needs of clients in accordance with the recovery agenda, by;- Staying aware of trends and best practice in Mental Health, in order to identify opportunities for recommending improving performance and delivery in own hub. Collaborating with other stakeholders to ensure Commissionerexpectations, best practice and learning is captured, shared and used to inform service planning. Working with own team to ensure robust service plans are developed and agreed with the Senior Operations Manager reflecting MH’s strategic and business plans and contractual requirements. Ensuring strength-based recovery plans are developed in the service that;-o Are comprehensive, person-centred, individualised and based on clear assessments of clients’ needs and circumstances.o Reflect the structure and aims of MH’s Models of PsychosocialInterventions.o Reflect the involvement of individuals and their family/advocates.o Are supported by accurate, person-centred and individualised riskassessments. |
| Help to ensure the delivery of excellent person-centred interventions withindividuals for whom we provide support within the hub by;- Effective implementation and regular monitoring of operational performance management disciplines, KPIs and SLAs. Ensuring the hub delivers outcomes in accordance with the contract to the highest possible level of quality and within budget and variances in performance are spotted and addressed in timely fashion, escalating to the Senior Operations Manager where appropriate. Ensuring TP’s quality management processes are used effectively by the hub and that an infrastructure of independent, objective and reliable checks and controls is in place and is used to inform changes to practice. Ensuring the service provides care that;-o Reflects documented recovery plans and ongoing case reviews, supervisions and clinical reviews.o Reflects the rights, preferences and choices of individuals in an environment that is safe, healthy, maintains their dignity and well- |

|  |  |
| --- | --- |
|  | being and is free from abuse or neglect, observing agreedsafeguarding practices.o Reflects the review and, where required, updating of comprehensive assessment and risk assessments. |
| Help SM to achieve its long term goals by being aware of the MH Strategy,working with the Senior Operations Manager to help align the hub and service plan to it. |
| Help to achieve the service’s financial targets, by being aware of andcontributing to effective financial forecasting, budget development, control and cost effective operations within the hub, operating at all times in line with Turning Point’s financial procedures, reporting progress and escalating concerns to your Senior Operations Manager. |
| Contribute to SM’s growth and business development plans by assisting in themanagement of and, where necessary, transformation of the hub and wider service in conjunction with your Operations Manager, the Growth team and other stakeholders so that the contract is renewed in accordance with SM’s strategy and business plans. |
| Contribute to Turning Point’s information management strategy by;- Working with your Senior Operations Manager to ensure MH-related materials, intelligence and best practice are captured, communicated and shared within the hub for the benefit of learning within the business unit. Ensuring all data and information relating to the hub’s clients is accurate and shared in the appropriate way with key stakeholders. Ensuring the inputting outcomes data and other information into corporate systems in the hub in accordance with stated policies and procedures. |
| Assist your Senior Operations Manager in ensuring that governance processesare implemented and used in accordance with stated policies, procedures and regulations so that the hub and wider service achieves its compliance obligations. |
| Assist your Senior Operations Manager in ensuring the effective flow ofinformation within own the service and with external parties, representing corporate messages constructively and observing TP's internal communication policies and procedures. |
| Ensure the well-being of service users, employees and TP's business interestsby contributing to maintenance of and acting upon a service Risk Register and Business Continuity Plan, escalating wider risks to your Senior Operations Manager as appropriate. |
| Help to ensure the hub delivers high levels of performance through its peoplein a way that realises their potential, by;- Effective people planning, recruitment, induction, coaching, development, leadership, motivation and performance management of your direct reports. Ensuring appropriate other staff within the hub provide effective peopleleadership, management and development in accordance with TP’s People Strategy and policies, capitalising on the range of development opportunities provided by Turning Point in accordance with Skill Profiles. Assisting the management and development of clinical staff so that their professional development and performance meet regulatory requirements and best practice principles within the delivery of contractual commitments. |
| Ensure the hub and wider service optimises its performance and long term |

|  |  |
| --- | --- |
|  | sustainability by contributing to plans for the management of IT solutions andother physical resources, and helping to ensure that properties are legally compliant and fit for purpose both for employees and clients. |
| Project the desired image of Turning Point by;- Understanding and promoting TP’s values and their application toMental Health. Being a role model of the values through own example while supporting your Senior Operations Manager in ensuring they are demonstrated by all staff in the service. |
| Undertake any other duties within your capabilities that are relevant to the joband reasonably requested of you by your manager. |

|  |  |  |
| --- | --- | --- |
| **Dimensions** | Direct reports | 6 - 8 (PW2s, Recovery Workers & Recovery Workers. Also line manage nurses, counsellors etc when applicable) |
| Total staff overseen | 6 to 8 |
| Internal contacts | Central support specialists – collaborative working,support & guidance.Operations Manager, Area Operations Manager, P&D team – for mutual support, information exchange and sharing of good practice.Team Leaders – daily/weekly for issues relating toservice delivery, guidance and support. Staff at all levels in the service.Growth team on re-tenders and new bids. |
| External contacts | Regulatory bodies – service monitoring and review.Partners & agencies – service delivery and health and social support to service users. Commissioners – as requested by the OperationsManager in contract reviews, information exchange new business/service add on opportunities. Advocacy services/service user feedback (forums) – discuss ethical issues regarding service users. |
| Planning horizon | Be aware of TP’s 5 year Business Strategy andBusiness Unit 3-year strategy/1 year business plan.Contributes to annual service plans and overseeing the daily/weekly planning of work relating to the hub’s caseload. |
| Problems solved | Ensuring effective staffing and quality deliverywithin the hub where there could be resource conflicts and shortages.Policy implementation and monitoring in accordance with guidelines clarified in discussion with OM or Deputy OM.Ensuring a culture is developed within the hub in which non-clinical, clinical and medical staff work collaboratively for the benefit of service users. Helping to maintain service finances at a time of increasing financial pressures and eroding margins. Ensuring decisions made personally and by those by hub staff balance operational/technical andbusiness considerations. |
| Financial authority | Authorisation of extra hours for staff and expenses. |

NCP sign off tbc.

**PERSON SPECIFICATION**

**Job title** Team Manager

|  |  |  |
| --- | --- | --- |
| **Personal effectiveness** | Essential | Desirable |
|  Commitment to customer service(promoting in the hub an empathy with clients and the need to work collaboratively with them to understand and help to meet their needs). Effective communication (inspiring and motivating others, listening effectively, handling challenging situations and communicating confidently with direct reports, colleagues, senior managers, commissioners and medical professionals). Delivering positive outcomes (co- ordinating plans for the hub to shape and deliver outcomes, monitoring progress and addressing emerging concerns, modelling personal accountability). Building relationships (building rapport and productive working relationships quickly with a range of internal and external stakeholders with potentially conflicting needs, embodying and promoting person-centred approaches to empowering others). Showing personal leadership(demonstrating confidence and decision making, using professional judgment to make decisions on behalf of the hub in collaboration with the Ops Manager). |  Innovation & change (capacityand willingness to promote new ways of doing things for the benefit of clients and the business, initiating and managing change). Tenacity (ability to operate an environment characterised by frequent change and challenging interpersonal situations, ability to respond purposefully to setbacks). Collaborating with others (working flexibly, supporting and challenging others to create plans that meet client and business needs). |

|  |  |  |
| --- | --- | --- |
| **Technical effectiveness** | Essential | Desirable |
|  Mental Health appreciation(drug and alcohol awareness).  Knowledge/understanding ofMental health/ harm reduction/recovery service delivery models. |  Practical mental health deterioartionreduction, assessment and care/recovery planning skills. Client risk management and safeguarding knowledge and skills. |

People management skills across the whole employee lifecycle.

 Skills in the operational planning and control of the delivery of client solutions in a substance misuse harm reduction/recovery environment.

Advanced substance misuse recovery skills such as PSIs, motivational interviewing etc.

 Knowledge of local care pathways pertinent to the provision of substance misuse services.

 Appreciation of financial issues

shaping the management of the service/hub.

|  |  |  |
| --- | --- | --- |
| **Acquired experience &****qualifications** | Essential | Desirable |
|  Experience of planning, providingand supervising the delivery of client solutions in a misuse harm reduction/recovery environment. Experience of formal staff management at all stages of employee lifecycle. |  Experience of contributing tobudget development and control. |

|  |  |  |
| --- | --- | --- |
| **Other requirements** | Essential | Desirable |
|  Willingness to work flexibly toirregular hours in order to manage the delivery of required care solutions to clients. |  Willingness to travel to other TPlocations in the interests of collaborative working, networking and service delivery. |