

JOB DESCRIPTION

Job title	Senior Advisor/Mental Health Act Co-ordinator
Sector/Function	Mental Health
Department	Risk & Assurance
Reports to	Quality Manager
Grade	Turning Point Band 3 (30hrs permanent but full-time considered)

Job purpose	<ol style="list-style-type: none"> 1. Review, maintain and advise on administrative systems for the Mental Health Act, 1983 (MHA) in conjunction with relevant Senior Managers, Operations Managers and staff. 2. Administer the Mental Health Act 1983, in conjunction with all staff and managers, for all Mental Health services. 3. Ensure effective audits of MHA paperwork at regular intervals in partnership with R+A colleagues 4. Support the use of, and the maintenance of, the CIM database of all Mental Health Act 1983 activity within the organisation. 5. Maintain a database of current Mental Health Act Managers and arrange/support Managers' hearings as required. 6. Report to and regularly administer the Mental Health Act Group and other committees/personnel as required. 7. Maintain an up to date knowledge of current mental health law, and review systems, policy and practice as needed. 8. Assist the Business Development Team in drafting service level agreements, policies and procedures with respect to the Mental Health Act 1983. 9. Assist the Training Manager and Operations Managers in ensuring all relevant staff and managers receive appropriate training and support for their role. 10. Act as a source of expertise within the Risk and Assurance team to support colleagues across the business.
Key accountabilities	<p>Ensure that all relevant Mental Health Act paperwork is up to date and stored appropriately.</p> <p>Encourage a culture of continuous performance improvement at both an individual and service level.</p> <p>Encourage a culture of continual improvement and evidence based best practice.</p>

	<p>Develop and maintain effective, but impartial, working relationships with front line managers, colleagues, peers and business partners.</p> <p>Contribute to a cooperative and collaborative R&A Team that is flexible and adaptable to changing business requirements</p> <p>Openly and honestly participate in supervision, performance reviews (OPR) agreeing objectives, identifying specific actions and development needs, reflecting on performance, providing constructive feedback and assessing against the competency framework</p> <p>Work effectively across organisational 'boundaries' to achieve Risk and Assurance and wider business objectives.</p> <p>Participate and utilise management information and data collection systems as appropriate to support quality improvement, monitor compliance and identify risks.</p> <p>Comply with work instructions relevant to this post</p>
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Dimensions	Direct reports	0
	Total staff overseen	0
	Internal contacts	Primarily mental health service managers in those services with detained patients, but also second line and senior managers, business partners: HR, Finance, Recruitment, Risk and Assurance, Comms team & IMT.
	External contacts	NHS Responsible Clinicians and other Trust staff, Legal representatives and advocates for detained patients, families, commissioners, safeguarding teams, multi-disciplinary professionals and emergency services.
	Planning outlook	When hearings and renewals are due, regular audit and action priorities.
	Problems solved	Missing paperwork on transfer in of detained patients, audits, regulatory inspections, internal audit or other relevant reports.
	Financial authority	Cost effective use of TP resources according to TP travel and subsistence and TP staff expenses policies.

Upholding the Organisations Values

This provides some guidance on the types of behaviours we expect at Turning Point

Values	Evidence
We believe that everyone has the potential to grow, learn and make choices	<ul style="list-style-type: none"> • Be ambitious for staff and people we support • Be challenging of stereo types • Be forward thinking
We all communicate in an authentic and confident way that blends support and challenge	<ul style="list-style-type: none"> • Be honest • Be clear • Be supportive
We are here to embrace change even when it is complex and uncomfortable	<ul style="list-style-type: none"> • Be change agent • Be brave • Be exacting
We treat each other and those we support as individuals however difficult and challenging	<ul style="list-style-type: none"> • Be person centred • Be optimistic for change • Be non-judgemental
We deliver better outcomes by encouraging ideas and new thinking	<ul style="list-style-type: none"> • Be innovative • Be encouraging to new ideas • Be open to possibilities
We commit to building a strong and financially viable Turning Point together	<ul style="list-style-type: none"> • Be financially aware and astute • Be accountable for work expenses and budget impact.

PERSON SPECIFICATION

Job title	Senior Advisor – MHA coordinator
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Personal effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Impartiality (acting fairly and in an unbiased way, particularly when reviewing service compliance and dealing with managers) ▪ Tenacity (ability to operate in an environment characterised by flux, ambiguity and conflicting priorities, ability respond purposefully to setbacks). ▪ Showing personal leadership (projecting confidence, using professional judgment when the path is not marked clearly, looking for opportunities to lead). ▪ Delivering positive outcomes (rapidly translating ambiguous circumstances into clearly defined outcomes, modelling personal accountability, engaging others in identifying/committing to required actions). ▪ Building relationships (adapting to meet specific audiences' needs, presenting and facilitating, establishing rapport and trust quickly with a demanding client group, collaborating). 	<ul style="list-style-type: none"> ▪ Innovation (capacity to produce new ways around old problems, searching for creative solutions that inspire others). ▪ Enabling change (identifying the need for change, challenging unsupported assumptions, facilitating others' tolerance of and commitment to change).

Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Ability to ensure that all MHA paperwork is accurate, up to date, recorded and stored appropriately. ▪ Ability to conduct audits of MHA paperwork and write reports based on observations and data collected during service audits. ▪ Ability to advise managers and staff on meeting Turning Point policies and regulatory requirements, particularly re. MHA, DoLS and MCA. ▪ Knowledge of the regulatory inspection requirements and processes in a health and social care environment such as CQC. 	<ul style="list-style-type: none"> ▪ Ability to coach managers on compliance with MHA, DoLS and MCA. ▪ Experience of working in a range of health and social care settings. ▪ Skills in planning, implementing, and completing business projects. ▪ Ability to develop specific policies and audits reflecting recognised good practice and sector specific standards.

Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Previous experience of working as a MHA administrator • In depth knowledge of theory and good 	<ul style="list-style-type: none"> • Experience of delivering training to staff in health and social care settings

	<p>practice in the provision of health and social care services.</p> <ul style="list-style-type: none">• Knowledge and understanding of specific training requirements (CPD) for staff in hospital settings	<ul style="list-style-type: none">• Experience of multi-disciplinary processes, such as CPA.• Experience of providing quality solutions within a social care or public sector environment.
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Other requirements	Essential	Desirable
	<ul style="list-style-type: none">• Capacity to travel regionally and nationally to all parts of Turning Point's operations to deliver solutions and manage assignments, including occasional overnight stays.• Willingness to work flexibly in order to reflect the demands associated with R&A and quality team priorities, including support of colleagues.	