



April 2024

1. JOB IDENTITY

Post Title:	Team Manager	Service:	Health & Social Care Partnership
Section:	Substance Misuse	Grade:	Team Leader M
Reports to:	Social Work Manager		

2. JOB PURPOSE

- Operational responsibility for the delivery of critical services to vulnerable individuals, their families and carers through the day-to-day management of a team of qualified professionals and support staff.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Leadership and day to day management of the team
- Undertake professional supervision on team to ensure effective practice.
- Quality assurance by ensuring that all relevant statutory and Council policies, procedures, regulations and guidance are followed.
- Decision making on priorities for service
- Financial management and monitoring of devolved budgets
- Implement Health and Safety plan for the service within team
- Multi-agency working; corporate and representational duties; liaise and co-ordinate services with other agencies and the independent sector
- Staff development and training

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Relevant professional qualification and experience in Social Work, Nursing RGN, Community education
 - Registered with SSSC
 - Computer literate
 - Administrative and organisational skills
- Desirable:**
- Recent evidence of continuing professional development
 - Research skills

- Leadership skills

5. EXPERIENCE

- Essential:**
- Experience of community care substance misuse services
 - Experience of providing support and supervision within a team or multi-agency setting".
 - Experience of report writing
 - Excellent communication skills, oral or written
 - Ability to travel across Aberdeenshire
 - Working knowledge and experience of substance misuse service organisations and substance misuse at a local and national level
 - Awareness of current decision making structures within local government, NHS and voluntary sector
 - Knowledge of assessment and intervention frameworks and evidenced based practice within the area of substance misuse
- Desirable:**
- Experience of project management

6. KNOWLEDGE AND SKILLS

- Essential:**
- Knowledge of assessment and intervention frameworks and evidenced based practice within the area of substance misuse
 - Knowledge of how teams function and skills in promoting effective team functioning
 - Skills in effective cross agency and integrated working
 - Skills in crisis management
 - Personal resilience and skills to enable a team to deliver creative and innovative practice
- Desirable:**
- Knowledge and skills in other related areas of adult or children's service provision"
 - Knowledge of self-directed support

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
--------------------	---