



Job Description

Job Title:	Team Manager
Job Grade:	B
Reports to:	Service Manager/ Area Manager
Direct reports:	Recovery Co-Ordinators
Clearance required:	Enhanced DBS
Key stakeholders:	Service Managers, Area Managers, Team members, Service users, partnerships and stakeholders inc Probation, Courts, Prison and Custody Settings.

Workplace values

The post holder will be expected to live our workplace values which are:

- Honest: we are open and realistic, building trusted relationships in which we challenge, collaborate and change.
- Committed: we are passionate about being the best that we can be, and we do this by keeping people at the heart of everything that we do.
- Inventive: we are ambitious, drawing together skills and resources to innovate and adapt in determined pursuit of our mission.

Job Purpose

To manage, supervise and oversee a multi-agency/disciplinary team offering a flexible and accessible service to service users.



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Key accountabilities:

1.	Over see and take responsibility for the day to day running of designated projects and assist in the development of your service area, ensuring the relevant models are embedded in the service.
2.	Promote the work of your Service, liaise closely with other agencies and make effective links with services and facilities in the community and custodial settings to benefit service users.
3.	Develop and agree effective pathways and procedures across the service.
4.	Manage, mentor, coach and ensure the development of staff reporting to you, including volunteers. This includes involvement in delivering appropriate training, recruitment, induction, monitoring performance, managing absence and performance & development reviews (PDRs)/ supervisions.
5.	Audit staff and service targets against individual staff, service specifications and contractual targets.
6.	Achieve performance targets in conjunction with management through motivating and managing the team effectively.
7.	Develop and implement structured intervention-specific programmes designed to address drug and alcohol recovery.
8.	Liaise with other agencies involved with service users e.g. Social Services, Job Centre, Housing, Probation Service/NOMS Prison service or any other treatment provider or drug and alcohol services.
9.	Maintain accurate and up to date records and reports and provide written and verbal reports as required.



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10.	Provide a high quality service which is compliant with CQC standards.
11.	Assist in the development of effective systems for the monitoring and evaluation of the Service.
12.	Ensure safeguarding, serious untoward incidents and complaints and any other risks are managed in line with policy and communicated to the Area Manager.
13.	Assist the Area Manager is ensuring all reports to external stakeholders are timely, accurate and 100% compliant.
14.	Participate in the activities of the service by attending thematic and managers meetings and support any development work which may arise from these.
15.	Deputise for the Area Manager and provide ongoing service cover in the absence of other managers across the service.
16.	Undertake continuing professional development including participating in clinical supervision, PDRs, and attending training as/when required.
17.	Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Humankind's clinical governance framework .
18.	Keep abreast of policy and professional development within your area of professional expertise.
19.	To promote, adhere to and live our workplace values of being honest, committed and inventive.



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Role Specific Responsibilities

Criminal Justice

1.	Manage ATRs and DRRs and continuously develop close working links with Criminal Justice Services across all settings
2.	Work in partnership with other agencies to ensure seamless access to service and improved continuity of care between custody and community setting
3.	Hold a small caseload
4.	Develop multi access sites across criminal justice settings to meet KPIs

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of company goals.



Person Specification

Technical/ Professional Qualifications	Essential or Desirable
NVQ Level 3 in Health & Social Care (or above or equivalent)	E
Relevant professional qualification e.g. addiction studies, counselling, social work, therapeutic qualification (where relevant)	D
Skills	Essential or Desirable
Proficient in Microsoft Outlook Office programmes	E
Knowledge/ Previous Experience	Essential or Desirable
Commitment to and understanding of equal opportunities and anti-discriminatory practices.	E
Ability to collate information and prepare reports to profile performance against set targets.	E
Experience of working towards achieving individual and team objectives, targets and KPIs.	E
An understanding of the needs of a range of service users.	E
Ability to coach others in developing practice and enhance frontline delivery of interventions.	E
Experience of managing staff performance, including management of formal disciplinary and grievance procedures.	D



Person Specification

Competencies	
Lead and Inspire	Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities.
Create and Innovate	Takes a solutions-focused approach to the challenges we face as an organisation. Looks at new ways of working and responding innovatively with new ideas or developing current approaches to meet organisational needs.
Developing Our Talent	Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.
Impactful Communication	Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent and credible, and want to engage with us.
Delivering Results and Achieving Greatness	Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets.
Service Excellence	Continues to build on Humankind's reputation within the industry, becoming a "provider of choice" recognised by external bodies as meeting the diverse needs of our customers and delivering the highest standards of service delivery.
Working Together	Defines how we work with each other and our customers, partners, commissioners and stakeholders.