



**LONDON BOROUGH OF MERTON**  
**COMMUNITY AND HOUSING DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE:** Assistant Team Manager  
Merton Integrated Learning Disabilities Team

**Grade:** ME14

**Division / Section:** Learning Disabilities Team

**Location:** Merton Civic Centre, London Road, Morden, SM5

**Responsible to:** Team Manager  
**Accountable to:** Head of Service

**Responsible for:**  
Deputising for the Team Manager as necessary  
Support and management supervision of multidisciplinary team members  
Professional supervision of social care staff including:  
Social Workers  
Assistant Social Workers

**Key Relationships:** Learning Disability Staff; Voluntary Sector partners:  
Providers: Commissioning Team; Mental Health Learning Disability Team;  
Transition Team; SEND Service: Children School and Family Colleagues:  
Provider Services; Carers and Service User Groups

**Post number:** M3023431

**Date:** December 2022

## **INTRODUCTION**

The Integrated Learning Disability Team is a multidisciplinary health and social care team working with adults with a Learning Disability and or Autism. The team provides all health and social care interventions apart from mental health interventions for which it works closely with the Mental Health Learning

Disability Team who provide review of those people in the team who have a co-morbid mental health need.

The team works within the statutory frameworks of the Care Act 2014 and Transforming Care, and Mental Capacity Act as well as other legislation pertinent to the support and care of people with a Learning Disability.

The team works closely with and arranges referral to in house provider services within Merton as well as independent providers.

The service strives to provide an effective and safe service for the people they work with through comprehensive multidisciplinary assessment and interventions. Review of care provision and care packages is a fundamental part of the work of the team.

## **BUSINESS ENVIRONMENT**

Merton Council's vision is to make Merton a great place to live, work and learn. Underpinning this vision are five strategic objectives, which will drive the work of the Council in the coming years: Education Merton – the achievement of standards of excellence in our schools and colleges and inclusive access to learning, the arts and sports. Safe, clean and green Merton – a safe and clean environment in our streets and opens spaces to improve the sustainability and provide a high quality of life for residents. Caring Merton – support for vulnerable children that equals the standards of the best and support for vulnerable adults that meets their needs while maximising their independence. Thriving Merton – regeneration of town centres and neighbourhoods to provide an attractive environment and in which to live, visit and work. Equalities Merton – full and equal access to learning, employment, services and cultural life and the celebration of diversity. Within this context, the Community and Housing Department aims to meet these strategic objectives by delivering services of a defined quality and which enjoy its customers' approval and confidence.

### **1. PURPOSE**

1. To assist with the responsibility of the day-to-day operational management of the multi-disciplinary team. This includes assessment and support planning activities under the advice and guidance of the Team Manager.
2. Providing support to staff working with people with learning disabilities, including social workers working with cases transitioning from children's services through to adult social care in the absence of the Transition Team Manager.
3. Deputise in the absence of the Team Manager including chairing Team meetings and referral meetings and oversight of the team duty response.
4. To carry out the duties of a qualified professional role as detailed in the appropriate job description.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

1. To deputise in relation to management of the team in the absence of the Team Manager.
2. To undertake the range of relevant statutory work as outlined in the Care Act 2014 and associated guidance, Transforming Care and any other relevant legislation.
3. To ensure effective screening, assessment planning, monitoring, reviewing, risk assessment, diagnostic and therapeutic work (where appropriate) and undertaking caseload duties.
4. To provide supervision to staff and undertake annual appraisals.
5. To be qualified as a Best Interest Assessor or to be willing to undertake training to gain Best Interest Assessor Status and contribute to the Council's legislative duties in relation to the Deprivation of Liberty Safeguards by carrying out Best Interest Assessments
6. To keep people safe by working to the agenda of the Safeguarding Adults Board including carrying out enquiries, employing the principle of making safeguarding personal, and contributing to quality assurance in safeguarding for example safeguarding audit.
7. To adopt a whole family approach and ensure support to carers and provision of carer assessment.
8. To work closely with other council departments in relation to issues such as child protection, domestic violence, children transitioning into adult services, drug and alcohol issues, adults requiring specific types of housing, welfare benefits checks, management of client contributions and debt management and public health.
9. To participate in the effective and timely recruitment to the team.
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11. To provide professional support to staff members as required.
12. To assist in the induction of locum and permanent staff joining the team.
13. To support the Team manager to ensure professional development of staff and encourage and support staff to develop professionally.
14. To make decisions on workload priorities and allocate accordingly within the team on behalf of the team manager and ensure core assessment functions are carried out.

15. To ensure that reviews are undertaken and undertake reviews as appropriate.
16. To ensure that urgent and emergency actions are undertaken on allocated cases when the allocated worker is absent from duty.
17. To ensure all staff understand the different team roles and specific tasks and work within their remits.
18. To attend meetings, case conferences, court hearings etc as required by the post including chairing meetings for example safeguarding strategy meetings; team meetings and professional meetings as required.
19. To maintain close links with the local voluntary sector and national organisations and make recommendations to develop services for people with a Learning Disability and/ or Autism.
20. To monitor the work of the statutory function of the team and make recommendations to the Team Manager to ensure that the service operates to optimum efficiency and effectiveness.
21. To assist the Team Manager in developing, implementing and maintaining audit control measures; responding to complaints; data submission and performance reporting; business planning and maintaining client data on the client documentation system, Mosaic.
22. To be aware of and adhere to the Council's Financial Regulations and assist the Team Manager in authorising packages of care as required on Care First.
15. To ensure that quality and value for money services are commissioned to meet identified needs and that services purchased comply with Corporate and Departmental standing orders and good practice guidelines.
16. To undertake such training activities as may be appropriate to the role.
17. To maintain accurate records of all work undertaken.
18. To demonstrate a good level of competency in relation to the use computers and other digital technology in the normal performance of the duties of the post.
19. To assist in ensuring Merton local authority aims in relation to Customer Care Practices and customer awareness are achieved.
20. To support the Team Manager to ensure that Corporate and Departmental Health and Safety policies are implemented at all times and to raise any concerns regarding their operation, or any other Health and Safety Matters with the Team Leader.

21. To be aware of the Council's Equal Opportunities Policy, to understand it and to adhere to the policy.
22. To carry out other such duties as may be required by or on behalf of the Director of Community and Housing Services, providing they are within the scope indicated by the above paragraphs and are commensurate with the grade of the post.

**LONDON BOROUGH OF MERTON**  
**COMMUNITY CARE AND HOUSING DEPARTMENT**  
**PERSON SPECIFICATION**

**POST TITLE:** Assistant Team Manager

**Grade:** ME14

**Date:** July 2016

**1. Knowledge**

- A sound understanding of current and impending legislation and statutory guidance relating to social care provision in general. This is to include knowledge of the Care Act 2014, the Mental Capacity Act 2005. It may also be useful to have a working knowledge of the Children and Families Act 2014. Statutory Guidance would include Care and Support Statutory Guidance, and Pan London Safeguarding Procedures.
- To be qualified as a Best Interest Assessor or to be willing to undertake the professional training to become a Best Interest Assessor and contribute to the Council's legislative duties in relation to the Deprivation of Liberty Safeguards by carrying out Best Interest Assessments.
- A good practical understanding of the social model of disability
- A Working knowledge and understanding of the roles of and services provided by a Local Authority Adult and Children's Social Care/ Integrated Health and Social Care Service and other statutory and voluntary agencies.
- Knowledge and understanding of the psychological, physical, social and emotional needs of adults, including older people.
- A working understanding of the Council's Equal Opportunities policy and the ability to deliver services within this framework.
- A working understanding of the Council's policies in relation to Quality, Health and Safety and customer care.

## **2. Skills**

- 2.1 Ability to delegate tasks and manage staff so that service objectives are achieved.
- 2.2 Ability to work independently and as part of a team.
- 2.3 Ability to work under pressure, prioritise work loads and work to deadlines
- 2.4 Ability to work with managers and staff both within the department and across organisational/professional boundaries to ensure good practice with a diverse professional network.
- 2.5 Ability to encourage and support staff in their professional development using all available resources I.E. Supervision & appraisal frameworks, corporate training programs etc.
- 2.6 A working understanding of cost effectiveness and resource allocation within tight budget constraints.
- 2.7 Ability & willingness to assist the Team Manager with the management of the team budget
- 2.8 A commitment to equal opportunities, equality of service delivery and an understanding of the effects of discrimination and inequity
- 2.9 The ability to work within and be involved in the development of Departmental policies and procedures
- 2.10 The ability to use Information Technology and produce statistics/performance indicators as required

## **3. Experience/Training**

- 3.1 Professional social work qualification and current registration with the Health and Care Professional Council is essential. Must show relevant demonstrable current experience and working knowledge of current and future legislation and key practice issues in health and social care.
- 3.2 Recognised Post Qualification Award (PQ1, ASW, Practice Teacher, BIA)
- 3.3 Experience working as a qualified professional in either a social care or health context.
- 3.4 Willingness to undergo training in supervision skills and any other relevant training.
- 3.5 Possession of a full driving license and use of a car preferable