**Lewisham Job Description**

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| **Job Title:** | Lewisham SLaM Service Manager - Mental Health |
| **Grade:** | SMG3 |
| **Business Unit or Division:** | Integrated Adult Mental Health / LBL Adult Social Care |
| **Directorate:** | Community Services |
| **Reports to:** | Director of Operations ASC, Lewisham Director in SLaM NHS Foundation Trust |

**Purpose of the job**

To be the strategic and operational lead within the MH Alliance (The Council, CCG and SLaM) for mental health social work practice.

To provide leadership and delivery of the Adult Social Care agenda across the multiagency structures within South London & Maudsley NHS Foundation Trust (SLAM).

To work closely with commissioners to ensure that community mental health services in Lewisham, across all agencies continuously improve outcomes for working age and older adults.

To be responsible for the organisation and delivery, in Lewisham, of the Approved Mental Health Practitioner Service and for the exercise of delegated responsibility on behalf of the DASS (Director of Adult Social Services) for acceptance into Guardianship

To oversee annual budgets in line with Council limits and ensure mental health budgetary plans are devised and delivered within the joint service

**Statutory Responsibilities:**

To deputise as required across all statutory social care functions (for adults) including statutory assessment and placement processes.

To ensure that adults with mental health needs have their social care needs met in line with the requirements of the Care Act 2014, Mental Health Act 1983, the Mental Capacity Act 2005, and other relevant legislation.

The Mental Health Act places a duty on local authorities to provide AMHP services to carry out their roles under the Mental Health Act, including assessing patients to decide whether an application for detention should be made. They should have arrangements in place to provide a 24-hour service that can respond to patients’ needs in a timely way. The post-holder ensures the Local Authority meets its key duties in the Mental Health Act regulations in relation to AMHPs who undertake assessments on their behalf, which cannot be delegated to NHS providers. These include:

* Ensuring that all AMHPs have access to professional supervision and support in their role as AMHPs
* Provide a minimum of 18 hours of refresher training, relevant to the AMHP role each year
* Responsibility for the health and safety of AMHPs whilst they are undertaking assessments on their behalf
* Responsibility for professional competence in their role as AMHP, and for removing or suspending their warrant as necessary
* Access to legal advice whilst carrying out AMHP duties.

The Care Act 2014 places a duty on Local Authorities to support a multi-agency local adult safeguarding system that seeks to prevent abuse and neglect and stop it quickly when it happens. The Local Authority must make enquiries, or request others to make them, when they think an adult with care and support needs may be at risk of abuse or neglect. Integrated services require a shared understanding and shared responsibility for protecting vulnerable adults from harm. The post-holder leads on:

* coordinating the Borough’s response to all Safeguarding Alerts in mental health
* enabling team leaders from a health or social care background to undertake the Safeguarding Adults Manager (SAM) role
* directing and supporting care coordinators from a health or social care background to lead Enquiries under Section 42 of the Care Act 2014
* implementing the principles of ‘Making Safeguarding Personal’ that focuses on achieving meaningful improvement to people's circumstances in line with their wished rather than putting them through a process

**Political Restrictions**

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside the work.

**Principal accountabilities**

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| * Service Management * To provide a leadership for adult safeguarding within the Lewisham Integrated Mental Health alliance and act as liaison point for child protection and children in need issues. * To play a leading role in the ongoing development and implementation of personalisation and strength based practice across mental health Social Care. * To manage the Lead Operational Manager for Community Services * To manage the Lead Operational Manager for Safeguarding and SW development * To liaise with the Manager of the Emergency Duty Team services on the Mental Health component of the teams work. * To have professional and social work practice oversight of OAMH social work * To manage the Inpatient Social Work Operational lead. * To manage the AMHP Operational Lead and ensure mandatory AMHP training duties are met. To act as Nearest Relative on behalf of LBL where required by Court to do so. * To ensure that social work staff in the Mental Health teams are trained and able to undertake their responsibilities. * To ensure that the services for which the post is responsible are managed within the available budgets and that agreed savings or growth initiatives are delivered in accordance with timescales. * To ensure the effective implementation of Council HR policies so that the service recruits and maintains a well-trained workforce with good attendance and high standards of professional conduct. * To promote high standards of professional practice focusing on involving users and carers in order to meet their needs. * To ensure that the Safeguarding policies and procedures of both organisations operate effectively within the services managed. * To provide regular supervision, support and guidance to the managers for whom responsible, including annual appraisals. * To ensure services are driven by sound business intelligence by ensuring data quality and systems compliance. * Planning and Strategic Management * To ensure the provision of high quality and effective financial, human resource and performance management in the services for which responsible, in order to deliver Council, Trust and Partnership Board objectives. * To work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to deliver services, generate efficiencies and create synergies wherever possible. * To ensure that an annual Service Plan and Team Plans are in place, consistent with Council and Trust objectives, and are implemented effectively. * To be a member of the Head of Social Care Team across the four Boroughs that constitute SLaM, and as such to contribute to the overall management, development and coordination of adult social care in Lewisham SLaM. * To develop and maintain positive working relationships with key colleagues and partners – particularly Commissioning, Housing, Supported Housing, Metropolitan Police, NHS commissioners and NHS provider services, the Mental Health Trust (SLaM) and acute hospitals (University Hospital Lewisham and relevant independent sector organisations). * To contribute to the development of the Lewisham Mental Health Alliance Board to ensure the effective planning and commissioning of mental health services across all agencies in Lewisham. * To chair inter-agency meetings and lead the development and implementation of new policy initiatives as required.   **Change Management**   * To take an overview of the ongoing development and implementation of personalisation, both in the services for which directly responsible and the wider Integrated Adult Mental Health Service and Adult Social Care more generally. * To work with colleagues (HR, Learning and Development, etc) to ensure that staff within the services managed are prepared for and contribute to the changes agreed, and that services are organised appropriately to deliver service outcomes * In conjunction with relevant colleagues to initiate, manage or contribute to service developments to improve the responsiveness, effectiveness and efficiency of services provided to people with mental health problems * To lead on or contribute to, as appropriate, the implementation of other strategic changes emanating from government, the Council, etc.   **Other**   * To lead on the identification of learning and development for social work staff, ensuring an adequate number of Approved Mental Health Practitioners, including arrangements for approval/ re-approval. * To develop and keep under review, the range of joint protocols, procedures and mechanisms offered for pooled budgets and integrated services to deliver more comprehensive integration. * To maximise the resources available for mental health services through ensuring full take up of all specific and additional grants made available to the Council, the Trust and other partners. * To support the work of the Mental Health Alliance Board and ensure the effective planning and commissioning of mental health services across all agencies in Lewisham. * To ensure that the teams and units for which responsible deliver a service that is user and carer focussed and in accordance with the Council’s and Trust equality policies. * To attend Member meetings (Council Executive, Scrutiny Panels) and NHS Trust meetings/ Boards as required. * To write reports and other complex documents as required. * To undertake any other duties appropriate to the role. |
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**Key Stakeholder Relationships:**

This post will have a direct link to the SLAM Director of Social Care

It will be particularly important for this post to work in close relationship with the Integrated Commissioner of adult mental health services and the strategic commissioners in SCC.

**Internal:**

* Executive Leadership Team
* Departmental Management Team
* Heads of Service/Service Group Managers
* Councillors
* Commissioners of supported housing

**External:**

* Mental Health Partnership Groups,
* Clinical Academic Groups,
* Consultant Psychiatrists and Physicians,
* other clinical and professional leads in SLaM,
* LA commissioners in Lambeth Southwark and Lewisham, NHS Commissioners, SEL Clinical Commissioning Group

The post holder will play a key role in the Council’s senior management team in discharging corporate objectives, influencing strategic decision making, assessing and mitigating corporate risk (together with first tier Council Officers). The post holder will be responsible for the Council’s adult social care functions for adults with needs relating to their mental health within the Lewisham Integrated Adult Mental Health Service; and coordinating and discharging of safeguarding responsibilities across Community Teams, acute patient wards, Rehab Wards and forensic wards.

**PERSON SPECIFICATION**

**JOB TITLE:** Lewisham SLaM Service Manager **POST NO:**

- Mental Health

**DEPARTMENT:** Integrated Adult and Older adults Mental Health / **GRADE:** SMG3

LBL Adult Social Care

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be put forward to the initial shortlist stage.

**Equal Opportunities**

Commitment to implement the Council’s Dignity at Work policies.

The ability to undertake equality analysis and promote Equality and Diversity policies.

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| **Knowledge** | **Shortlist** |
| 1. Current knowledge and understanding of the statutory functions of local authorities, the NHS and other agencies related to Mental health and adult social care and Social Work 2. Knowledge of current relevant legislation and statutory duties, responsibilities and best practice in mental health and adult social care, including safeguarding and personalisation. 3. Sound and demonstrable knowledge and understanding of the principles of financial management and budgetary planning and control. 4. Knowledge of the principles of human resources and performance management. | S  S  S  S |
| **Aptitude/Ability** |  |
| 1. Understanding of and personal credibility to promote high standards of professional social work practice across organisational boundaries and outside direct line management. 2. Ability to analyse financial reports and effectively use the information to ensure efficient budget management. 3. Ability to work closely with other related agencies / departments / services to lead, shape and motivate to ensure efficient and effective provision of services. | S  S  S |
| **Skills:** |  |
| 8. Good English literacy skills in order to produce concise reports, non-standard correspondence, management information.  9. Excellent communication, interpersonal and listening skills, particularly in relation to service users/carers and influencing very senior stakeholders.  10. Use of information technology to maintain and develop records and statistics that enables effective performance management. | S |
| **Experience:** |  |
| 11. Substantial experience of working in a multi-agency service leadership role within mental health.  12. Experience of managing social work services and developing services as part of an effective ‘whole system’.  13. Current experience of financial management and budget planning in a social care environment, and working knowledge and competence in associated information technology.  14. Experience of project management and joint working with professionals from a range of agencies, including co-ordinating inputs from a range of professional sources.  15. Experience of reviewing and developing services, strategies, procedures and practice in a social care context, both proactively and in response to change.  16. Experience of analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes.  17. Current experience of managing, appraising and developing staff and setting professional standards for others in a multi-disciplinary context. | S  S  S |
| **Professional Qualification(s):** |  |
| 18. Hold a recognised management qualification, e.g. MBA, Diploma in Management Studies.  18. Hold a recognised Social Work qualification and be registered with the HCPC.  19. Have successfully completed postgraduate training as an Approved Mental Health Professional (AMHP) or relevant transitional training (AMHP). | S  S |
| **Personal Qualities:** | |
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| **Special Conditions of Recruitment:** | |
| The post holder is required to work outside normal working hours.  This post is open to job share.  This post is politically restricted.  This post is exempt from the Rehabilitation of Offenders Act, 1974 (Exceptions) Order, 1975, as amended, pursuant to Section 4(4) of the Rehabilitation of Offenders Act, 1974.  Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.  This post requires **ENHANCED** Criminal Records Bureau clearance. |  |

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