



### **MAIN PURPOSE**

To support the Service Manager in the delivery of a high-quality Shared Lives service.

As the team manager you'll be responsible for running the service in line with CQC requirements, PSS policy and procedure and best practice. As well as making sure that we support people to achieve excellent outcomes, and that Shared Lives carers are fully supported you will have a key role in financial management including budget setting. You may also be required to hold a small caseload overseeing individual Shared Lives carers and visiting the people they support to complete necessary checks.

### **SCOPE OF JOB AND FOCUS OF ROLE**

- Service Delivery - 15%
- People Management - 35%
- Service Development and Growth- 35%
- Finance and Resources - 15%

### **TERMS & CONDITIONS**

#### **Contract Type**

This is a permanent contract.

#### **Salary**

£30,510. This salary is equivalent to PSS Fixed point 37.

#### **Disclosure**

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

#### **Hours**

37 hours per week.

#### **Location**

10B Market Place, Sleaford, Lincolnshire, NG34 7SR.

#### **Annual Leave**

28 days per year. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

#### **Pensions**

PSS operates an Occupational Pension Scheme with The People's Pension.

#### **Conditions of Service**

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
- d) An Enhanced Disclosure. Please note that having a criminal record does not automatically disbar you from working with PSS.

## **KEY RESPONSIBILITIES**

### **Service Delivery**

Each service in PSS has an annual service plan that links to the overall strategic plan, or as we call it in PSS, 'The Big Plan'. You'll participate in the development of the service plan and will be responsible for implementing it within your area.

You'll need to make sure that the PSS systems for individual and person-centred support planning are in place and that all the relevant risk assessments and reviews happen.

We'll need you to monitor and report on progress in achieving service targets alongside the service manager in line with managing the contractual requirements for the service and you'll also have a key role in gathering information for reports to demonstrate the impact and social value of the service.

As the team manager you'll work alongside the service manager ensuring that the service is compliant in line with the requirements of CQC, internal and external quality frameworks and all our PSS policies and procedures.

You'll have responsibility alongside the service manager for making sure that the office is well-organised and that it provides a pleasant and safe working environment.

On occasions you will be required to travel to our central office in Liverpool and other locations as identified to access training and workshops.

We're committed to involving supported people so that their views and ideas shape the way we do things. You'll lead on this work in them in the Lincolnshire service.

You'll have a series of responsibilities relating to our management of self-employed carers. These will include:

- Working with our England Innovation and Development Manager to Implement robust processes for carer recruitment, training and approval
- Supporting and developing our Self-employed Shared Lives carer to maintain successful Shared Lives arrangements
- Facilitating regular meetings with Shared Lives carer groups and keeping them up to speed with relevant information so that they feel well-informed and engaged with the service and the wider organisation.

PSS have a client management system, a Matching Lives website and on line learning platforms which you monitor and where needed manage change and identify learning for your team as required.

### **People Management and Relationships**

The people reporting directly to you will be Shared Lives Development Workers

It's important that our people have clear objectives for their work and we want to help them grow by understanding where they are doing well and where they might need to improve. You'll meet regularly with your direct reports to regularly go through caseloads and files. You will use the PSS performance management framework as the basis for your discussions with them throughout the year.

### **Sustainability and Business Development**

You'll contribute to the review and development of the service working with the service manager so that it delivers excellent outcomes and best value for our commissioners.

You'll build and maintain positive working relationships with commissioners and other agencies to help us identify and deliver new business opportunities and potential partnerships.

You'll be the 'face' of PSS and the service in the Lincolnshire service so we'll want you to participate in internal and external networks, promoting PSS and the Shared Lives service.

From time to time we submit tenders for new contracts so you will have a role to play in providing operational information when needed to support our Business Development and Innovation team when they are bidding for new work.

### **Finance and Resource Management**

You'll be responsible for building budgets and managing accounts supporting the service manager to ensure to remain financially strong. You'll be proactive in reviewing the service regularly to make sure that our ways of doing things are cost effective to provide best value for money.

### **ADDITIONAL DUTIES**

So you know where we're going and how we're going to get there you'll actively participate in developing organisational, team and individual objectives and plans.

We also want you to become the best person you can be so you'll attend staff development sessions including training and also engage with our performance management and learning and development reviews.

We'll need you to be flexible in the performance of the above, but also to understand that our big aspirations and plans may mean we ask you to help out in other areas from time to time.

All of our jobs are subject to change from time to time and this job description will be reviewed regularly, something which we'll ask you to give us your input to.

As a PSS employee we'll need you to implement and follow PSS policies and procedures and to undergo any training associated with them. This makes sure everyone is on the same page and safe in their work.

### **JOB DESCRIPTION**

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

## Person Specification

**Job Title:** Shared Lives Team Manager

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
<b>Attitude</b>		
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services	Essential	AI
Showing commitment to the PSS values and demonstrating how you live by them is a key requirement for all roles within our organisation	Essential	AI
We're a dynamic organisation working in a constantly shifting operating environment. You'll need to be flexible and able to implement change and develop practice so we can respond to business needs that emerge.	Essential	AI
We're committed to PSS being a happy place where people are well supported and love what they do. Our managers have a key role in promoting this, so a positive and 'cup half full' approach in this challenging role is a must.	Essential	AIR
To use initiative and ability to work unsupervised	Essential	AIR
Committed to collaborative working	Essential	AIR
Yours is a key role so you'll need a pro-active and self-motivated approach	Essential	AIR
You'll need to be self-aware and take responsibility for results	Essential	AIR
You'll need self-belief and drive, along with a 'can do' attitude	Essential	AIR
Understanding/awareness of anti-oppressive and anti-discriminatory practice	Essential	AI
<b>Knowledge</b>		
Knowledge of best practice in the delivery of Shared Lives services including relevant legislation/guidance, policy/procedures.	Desirable	AI
Knowledge of best practice in the delivery of community based care and support services to adults with a range of needs including person centred approaches	Desirable	AI
Have a working knowledge and understanding of Health & Safety Issues, including Risk Assessment and Management	Essential	AI
Knowledge of social care commissioning and monitoring processes	Desirable	AI
Understanding/knowledge of safeguarding procedures for adults/children	Essential	AI
<b>Skills</b>		
Ability to communicate effectively (verbally and in writing) with colleagues, service users, carers, professionals and commissioners	Essential	AI
Organisational skills i.e. Time Management / Prioritising	Essential	AI
IT Skills including Word, Excel, Teams, Zoom.	Essential	AI
Ability to provide effective leadership and mentoring to teams to achieve excellence in service delivery	Essential	AI
Ability to motivate and engage staff teams and carers to	Essential	AI

promote positive outcomes, quality and continuous improvement.		
Strong financial management skills	Desirable	A I
Strong influencing skills and ability to build positive effective relationships with internal and external stakeholders.	Essential	A I
<b>Experience</b>		
Experience of managing community-based social care/Shared Lives services successfully including those for people with complex needs	Desirable	A I
Successful management and analysis of operational budgets.	Desirable	A I
Experience of working within a quality management framework	Desirable	A I
Experience of building positive and collaborative working/developing partnerships with local authority commissioners and external agencies	Desirable	A I
Experience of working with vulnerable adults	Desirable	A I
Experience of managing change	Desirable	A I
<b>Qualifications and training</b>		
A relevant professional Level 3 qualification in Social Care	Essential	A
A Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (Management of Adult Services),	Desirable	A
Full Driving Licence and use of car	Essential	A