

**BCP COUNCIL
JOB DESCRIPTION**

SERVICE UNIT: **Adult Social Care Services**
JOB TITLE: **Practice Manager**
REF No: **ZP7776/7777**
BAND: **BCP Band K**
RESPONSIBLE TO: **MCA Operational Manager**

Job Purpose & Objectives

- To support and be accountable to the Operational Manager in the management and organisation of a multidisciplinary team to ensure that our service users and carers achieve maximum independence and autonomy, as directed by national policy, legislation and guidance and in accordance with the council's policies.
- To be accountable for the effective and equitable distribution of social care resources whilst ensuring the outcomes and risks to the individual have been addressed.
- Contribute to raising and maintaining standards of professional Social Work and Occupational Therapy, and act as a practice assessor for students in order to provide an effective delivery of services and a culture of continuous improvement.

Main Duties & Responsibilities

1. To deputise for the Operational Manager as required and to ensure the continuity and efficient delivery of service by the team and to provide cover for the other Practice Managers in their absence
2. To practice as a BIA, as required.
3. To provide expert advice, support, supervision and professional guidance to team members including implementing performance management standards
4. To quality assure and monitor expenditure as required by the business unit. To authorise and approve expenditure for the budget, as delegated, having determined that expenditure is necessary.
5. To contribute to the maintenance, development and improvement of services to promote evidence based good practice. To attend meetings, contract meetings and workshops as directed and lead on the development of specific projects
6. To provide advice, support and expertise to colleagues within the business unit, to include student supervision, group meetings, audits and field work observations to ensure continued development of practice standards
7. To maintain essential records in accordance with the policies of the businesses unit and to make available statistical information and records as required.
8. To undertake statutory duties as required for the work of the service group, including complaints, and/or to cover local office duties.

9. To undertake joint work with colleagues within the business unit and from other agencies as relevant to the effective delivery of services.
10. To take responsibility for promoting, developing and supporting diversity within the team.
11. To take a lead role within the team in the protection of vulnerable adults as determined by local policies and procedures including the chairing of strategy meetings and case conferences as required and undertaking case file audits.
12. To maintain up to date knowledge of all changes to legislation, policies and procedures affecting service delivery by attendance at training and workshops and therefore be able to pass this knowledge on to others as required.
13. To contribute to the delivery of training to staff, carers, students and service users, as agreed by the Operational Manager and in the context of the business units training requirements.
14. To maintain Continuing Professional Development as required by the HCPC in order to maintain professional registration.
15. To work within the policies, procedures and standards required by BCP Council.
16. To undertake such other duties as may be required from time to time commensurate with the level of the post.
17. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Supervisory/Managerial Responsibilities

18. The post holder will be managing/supervising up to 10 team members and will:
 - Provide regular supervision for staff within the team, as delegated by the Operational Manager, and to give support and guidance as required on a daily basis.
 - Monitor, maintain, manage staff performance with consideration to capability and the disciplinary policies should this be necessary.
 - Manage staff attendance, as delegated by the Operational Manager, in accordance with the councils policies.
 - Contribute to staff welfare in accordance with the councils policies.
 - Provide an annual appraisal with staff in order to develop skills and knowledge and to support professional development
 - Manage the allocation of referrals, to oversee duty and to monitor progress and standards.
 - Ensure that the Business Unit's obligations are properly met in terms of service delivery, service accountability and performance standards.
 - Assist the Operational Manager in the recruitment and induction of staff as required.

Communication/Contacts

- Other agencies and professionals for the development and promotion of services and multi disciplinary working
- Health services ie NHS local trusts; intermediate care teams, Senior Managers and fellow Operational Managers
- Care agencies, residential homes and other contractors
- Staff both within Adult Social Care & the wider council setting

General Information for all Posts

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Service Director/Headteacher.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Service Director or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.