

Job Description – IAPT Team Manager, Manchester

Responsible to	Service Manager
Salary	£31,365 per annum (band 6 point 2 NHS scale) per annum
Hours per week	37.5
Annual Leave per annum	25 (rising to 30 days after 5 years)
Main base	Oakland House
Contract	2x permanent, 1x fixed (maternity cover)
Level of DBS check	Enhanced

<p>Main aims of the post</p> <p><u>Permanent contract:</u> To work with the Service Manager and Deputy Service Manager to support team members to deliver the service to a high standard.</p> <p>To work with the Service Manager and Deputy Service Manager to meet performance targets.</p> <p>To supervise staff, ensuring staff are supported and confident in their roles. This will include facilitating line management and case management supervision.</p> <p>To support the Service Manager and Deputy Service Manager to deliver the service by facilitating the development of the team.</p> <p>To triage referrals and to participate in an on call system and/or duty manager rota as required.</p> <p><u>Fixed contract:</u> The post-holder will work within the Manchester Psychological Wellbeing Service; managing practitioners within both the Hub and Core team. This will include facilitating line management and case management.</p> <p>They will work alongside the service manager to support team members to deliver the service to a high standard. The role will involve supervising staff, ensuring practitioners are supported and confident in their roles. The role will also have an emphasis on developing and maintaining relationships with the Manchester NHS Mental Health Service; and the other 3rd sector mental health organisations across Manchester.</p> <p>The post-holder will be competent in assigning clients to the most appropriate service (provided either by Self Help or externally) to meet the client’s needs, whilst also working within the stepped care model.</p>
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<p>Main duties of the post</p> <ol style="list-style-type: none"> 1. To work with a team of staff to ensure that the team are cohesive and work well together 2. To provide advice, support and guidance to team members 3. To help staff understand the KPI’s for the service, and help staff achieve them 4. To develop and implement innovative ways of working with staff and service users 5. To deliver or facilitate training and development opportunities for the team as required

6. To ensure that relevant data and information is collected and where necessary collated for reports and recording
7. To develop and maintain relationships with external organisations and agencies
8. To carry a personal caseload where necessary
9. To undertake appropriate administrative duties for the post
10. To provide information for the manager to ensure that the service is compliant with relevant external regulatory requirements
11. To represent the team and organisation at external events
12. To manage risk and safeguarding concerns
13. To triage referrals
14. To stand in for the service manager in their absence and as agreed
15. To participate in an on call system and /or duty manager rota as required.

General work related expectations
1. To work within the Big Life group's mission and values
2. To contribute to the development of the Big Life group
3. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
4. To commit to own personal development and attend training or development activities as required
5. To work in accordance with all relevant legislation
6. To undergo regular supervision and at least an annual appraisal
7. To undertake any other duties as required, and as appropriate to the post

Minimum Training required for this post

Course title	Needed for this post	Frequency	Other notes
Group induction	✓	Once	
Mission and Values	✓	Once	
Confident Managers	✓	Once	Discuss with line manager
Safeguarding training Adults and Children	✓	Every 3 years	
Safeguarding for Managers	✓	Every 3 years	
Designated Safeguarding Lead Training	♦		Potentially dependant on team size
Health and Safety (external IOSH)	♦	Every 3 years	Potentially dependant on team size
Health and Safety internal/briefing	✓	Annual	
Information Governance	✓	Once	Annual refresh
Equality and Diversity	✓	Every 3 years	Updates as legislation changes

Attendance at other training courses will need to be discussed with your line manager.



Person Specification – Clinical Locality Manager

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

Area	Method of assessment
1.Experience	
a. Experience of managing staff or a project	A/I
b. Experience of working with a range of service providers and stakeholders	A/I
c. Experience of developing and improving services and projects	A/I/P
d. Experience of effectively working under pressure in a dynamic environment	A/I
e. Experience of providing psychological therapies within an IAPT programme	
2.Skills	
a. Ability to effectively manage staff and teams	A/I
b. Ability to successfully contribute towards bids and tenders	A/I
c. Ability to effectively work with a range of people from different skills and backgrounds, both internally and externally	A/I/T
d. Ability to write reports and communicate well in English	A/I/
e. Ability to use IT (Word and relevant software including databases)	A/T
3.Knowledge	
a. Knowledge of the barriers that service users face when accessing mainstream services	A/I/P
b. Knowledge of the local area your service is based in (community groups, services available as well as local demographics)	A/I
4.Education	
Qualifications required for the post	
a. Relevant Mental Health Qualification (Psychological Wellbeing practitioner/Registered Mental Health Nurse/Social Worker/ Counsellor/CBT Therapist)	E
b. Qualified PWP supervisor/ Supervisor Training	D
5. Personal	
a. Positive and outlook and a 'can do' attitude	
b. Personal resilience and flexible attitude in the face of difficulties	

c. Commitment to working towards the Big Life group's missions and values including having a non-judgemental approach	
d. Commitment to personal development and willingness to regularly update skills and experience	

LEADERSHIP COMPETENCY	Method of Assessment
SHAPES AND MANAGES STRATEGY	
1. Inspires a sense of purpose and direction	Interview
2. Focuses strategically	Interview
3. Interprets and analyses information (including financial) and opportunities	Interview
4. Shows judgement, intelligence and common sense	Interview
DRIVES RESULTS	
1. Builds organisational skill and responsiveness	Interview
2. Marshals professional expertise	Interview
3. Steers and implements change and deals with uncertainty	Interview
4. Delivers intended results	Interview
5. Manages Resources	Interview
BUILDS PRODUCTIVE RELATONSHIPS	
1. Nurtures internal and external relationships	Interview
2. Facilitates cooperation and partnerships	Interview
3. Values individual differences and diversity	Interview
4. Guides, coaches and develops people	Interview
5. Skill sharing	Interview
EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS	
1. Demonstrates the group values, professionalism and probity	Interview
2. Engages with risk and shows personal courage	Interview

3. Commits to action	Interview
4. Displays resilience	Interview
5. Demonstrates self awareness and a commitment to personal development	Interview
6. Self Management	Interview
COMMUNICATES and INFLUENCES EFFECTIVELY	
1. Communicates clearly	Interview
2. Listens, understands and adapts to audience	Interview
3. Negotiates persuasively	Interview
4. Influencing	Interview