

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: North Lanarkshire Integrated Addiction Service	Division: Younger Adults
Section: Housing & Social Work Services	Post: Team Manager
Grade: NLC 12	Current Salary Scale: £ 30,861 - £ 37,905
Date vacancy occurred: 1/9/2010	
Reason for vacancy: New posts approved by the Policy & Resources Committee on 31/8/10 as part of the overall service redesign of addiction services.	
<p>What are the consequences of not filling this post?</p> <p>The post of Team Manger is a critical part of the redesign of the Integrated Addiction services which provides a range of health and social work intervention with people affected by substance misuse. The management team will provide leadership and drive the recovery agenda with a range of partners within the local authority and independent voluntary sector.</p>	
<p>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</p> <p>These posts have been reconfigured to meet the increasingly complex demands placed on the Integrated Addiction Service in North Lanarkshire and are pare of the alternative arrangements approved by committee to ensure the best value and effectiveness of this service.</p>	
<p>The following documents are enclosed with this form: (✓)</p>	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
<p>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</p>	
Signature Executive Director: <i>Marilyn Coates</i>	Date: 13/9/10.
Human Resources use:	
Date of Vacancy Monitoring Sub-Committee _____	
APPROVE / NOT APPROVE / CONTINUE	

North Lanarkshire Council

Job Description

Service:	Housing and Social Work Services
Division:	Designated Locality IAS
Job Title:	Team Manager (Addiction)
Post Reference:	HSW/INT/09-10/62
Responsible to:	Service Manager - IAS
Grade:	NLC12
Conditions of Service:	SJC

Job Outline/purpose:

- To contribute to the promotion of values and ethos as represented in the Changing Lives and Change Agendas.
- To provide day to day operational management and leadership across designated service areas.
- To ensure delivery of high quality services.
- To work in partnership with other sections of the Service and Council and with other agencies.
- To contribute to and ensure compliance with NHS Lanarkshire and North Lanarkshire Council's policies, services and strategies.
- To contribute to general social work service delivery across care groups as a member of the locality management team.
- To deputise for other managers as appropriate.

Main Duties and Responsibilities:

Delivering quality services:

1. Promote the principles of person centred practice in service delivery.
2. Support development and maintenance of best practice in the field of public protection through ensuring that staff are aware of, and operate within, organisational policy and procedure and national standards.
3. Report on specified areas of responsibility utilising the existing performance management frameworks.
4. Promote appropriate targeting of resources and the principle of minimum intervention through joint working with partners in service delivery.
5. Support staff through promotion of staff development, monitoring implementation of the supervision policy and effective workload management.
6. Contribute to the effective implementation of operational and strategic plans for their area of service delivery, working with colleagues across the organisation and with partners in their locality.

Supporting sound governance and financial management:

1. Exercise responsibility for locality level service delivery decision-making in compliance with necessary financial systems and procedures to effectively manage resources.
2. To represent the service within the locality as delegated at the discretion of the Service Manager - Addictions in any management arrangements for jointly managed services.
3. To implement, manage and report on performance management using the Social Work performance management and devolved budgetary reporting frameworks.

4. Support establishment of effective complaint management and responses to elected member enquires within the locality.
5. Support the Service Manager, IAS in evaluation and review of the effectiveness and resource implications of existing service plans and new initiatives.
6. To contribute to local stakeholder liaison and community planning agendas as directed by the Service Manager, IAS.
7. Ensure adherence to managing attendance, health and safety and equality and anti-discriminatory policies.

Leadership:

1. Lead and motivate designated staff to ensure that a culture of effective service delivery and focus on quality of outcomes is established.
2. Lead on high quality induction programmes for new staff joining the service.
3. Review staff performance and identify training needs to support continuous development and succession planning using the service framework of Performance Review and Development Plans.
4. Lead by example through demonstrating commitment to his / her continuing professional development in accordance with Social Work CPD programmes.
5. Assume lead responsibility for specific themes as directed by the Service Manager, IAS and provide consultation and professional development to colleagues on areas in which she / he has a specific qualification / expertise.
6. Lead the implementation within their area of responsibility of change management and service redesign programmes, including new practice requirements arising from reports from regulatory authorities eg SWIA, CJA, promoting staff participation and commitment.
7. Contribute to the growth of an open organisation culture which supports effective communication and learning.
8. Identify opportunities for and support local development of initiatives in the area of service user consultation and participation in line with agreed Service frameworks.

Relationships

1. Build effective working relationships with:
 - Designated managers and other staff within their area of responsibility.
 - Senior colleagues on a Service wide basis.
 - Colleagues on an interagency basis.
 - Elected members and other relevant stakeholders.
 - Service users and carers.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

Closing Date:



Organisational chart North Lanarkshire Integrated Addiction Service

