

JOB DESCRIPTION

Job Title:	Team Manager – Perinatal Mental Health Team
Accountable to:	Head of Service Delivery
Responsible to:	Clinical lead
Responsible for:	All non-medical staff in the team
Band:	7
Hours	Core hour's 9-5.Monday – Friday.
Base:	Trust wide service but current base is Springfield Hospital
Liaises with:	All Statutory and Non-Statutory Agencies relevant to Post

Job Summary

- To provide effective day-to-day management of Perinatal Mental Health Team in accordance with the Operational Policy.
 - To ensure the day to day management of the team to achieve performance standards of the team are adhered to and regular performance information is provided.
 - The Team Manager has an internal role in terms of co-ordinating the functioning of the team and external role in terms of contacts with users and carers, other agencies, and representing the team externally.
 - To provide effective professional supervision to some qualified members of the team and management supervision to other members of the team.
 - To manage and develop a responsive community mental health and social care service to meet the needs of the local population.
- To deputise for the clinical lead/manager in his/her absence.

Service Description

The post holder manages the Perinatal Mental Health Team The team works with patients under the care of the perinatal team within the trust wide service. The team provides support to people with perinatal clients to address their mental health and social care needs. The Perinatal Team comprises of psychiatrists, nurses, social workers, occupational therapists, psychologists and support staff.

The Perinatal Team works closely with Trust wide services such as SPA, CMHT's/RST's Assessment teams early Intervention Team as well as Psychiatric Liaison Team & the acute wards.

The Team Manager will, in conjunction with senior Colleagues

- Take responsibility for the clinical and operational management of the perinatal mental health team
- Provide seamless, safe and comprehensive health and social care



Respectful



Open



Compassionate



Collaborative



Consistent

Page

- Be accountable for the managing of the Trust and Social Services allocated resources in conjunction with the Clinical lead/Manager.

Key Result Areas

Service Delivery

- To manage services against agreed health and local authority targets and outcomes framework.
- To coordinate comprehensive mental health assessment for people referred into the service.
- To develop and sustain effective working relationship with staff in other relevant statutory and non-statutory agencies.
- To maintain a healthy, safe and productive work environment.
- To work in a collaborative way with service users to promote choice and hopefulness to ensure a recovery orientated approach.
- To promote and initiate any action to safeguard vulnerable adults.

Staff Management

- To manage and develop staff through the Knowledge & Skills Framework or equivalent appraisal process.
- To enable other staff to reflect on their own values, priorities, interests and effectiveness through the provision of professional and clinical supervision in accordance with the Trust procedure.
- To offer support to clerical and administrative staff and assisting the Team Manager in overseeing clerical procedures.
- To prepare annual appraisals and evaluations for supervised staff, including the identification of training and development needs.

Management Responsibilities

- To ensure effective budget management of staffing, commissioning and where appropriate, individualised budgets.
- To manage the care delivery and service coordination in terms of supervising staff, referrals, zoning and risk assessment , decision-making and reviews.
- To negotiate and problem solve in challenging situations where agreement is required.
- To chair meetings, attend meetings, respond to operational situations and emergencies.
- To be responsible for managing referrals to the team.
- To have direct access to the team devolved budgets for service provision .To participate in training courses/seminars/workshops as appropriate.
- To participative in, and where appropriate, leading departmental projects and committees, as directed by the Clinical lead/Manager.
- To be responsive to the need for informal supervision across the team as a whole.
- To promote close working relationships between the team and other sections within the Trust and other relevant agencies.
- In conjunction with the Clinical lead/Manager, to advertise, shortlist, interview and appoint staff to the team.
- To ensure that staff are keeping professional records, and preparation of necessary reports.
- To ensure staff are maintaining data quality.
- To maintain contacts with other agencies and professionals in relation to responsibility for overall management of complex cases.
- To ensure team members are following Trust and other relevant policies.



Respectful



Open



Compassionate



Collaborative



Consistent

- To assist the Clinical Manager in the preparation and presentation of periodic performance reports for the Trust and the CCG / LA.
- To further develop the implementation of RIO in Adult Community Services.
- To ensure team members adhere to the relevant professional code of conduct, keep up to date and meet professional requirements, in conjunction with the Professional Head.
- To co-ordinate the day to day operational process, to include timely assessment, coordination of outpatient and home visits and other duties as appropriate.
- To ensure the Trust and Social Services' policies on staff supervision, health and sickness, safety and equal opportunities are adhered to.

Development

- The post holder will work with staff to develop clinical expertise and high standards of practice.
- To help review and develop the team response in light of the changing demands made by the various stakeholders.
- To regularly undertake audit/research into client/service related areas and contribute to the application and evaluation of current research findings.
- To develop methods at service level to monitor standards of care in liaison with the clinical audit department (quality assurance/research).
- To liaise with the College of Nursing in all matters concerning nurse training.
- To participate in the design and implementation of the audit of clinical work.
- To implement Trust Equal Opportunities Policies and positively contribute to the development of other policies as required.
- To ensure that defined data is recorded accurately by staff and transmitted to the clinical lead/Manager

Other

- To ensure those specific requirements deriving from outside agencies or statutory requirements are addressed and overseen
- To negotiate with legal firms where requests are formally made.
- To engage directly with service users and carers to ensure effective consultation regarding service standards and development.

Training and Development

- To undertake mandatory and statutory training as required by Trust policy.
- To contribute and commit to undertaking an annual Development Review/appraisal.
- To undertake personal development as identified in the Personal Development Plan (PDP).

Full KSF Outline – Band 7 Team Manager				
Dimension	Level 1	Level 2	Level 3	Level 4
Core Dimensions				
1: Communication				X
2: Personal & People Development				X
3: Health, Safety & Security			X	
4: Service Improvement			X	
5: Quality			X	
6: Equality & Diversity			X	
Specific Dimensions				
Health and Wellbeing				
HWB2: Assessment and care planning to meet people's health and wellbeing needs				X



Respectful



Open



Compassionate



Collaborative



Consistent

HWB3: Protection of Health and Wellbeing		x		
HWB5: Provision of care to meet health and wellbeing needs				x
Information and Knowledge				
IK1: Information Processing			x	
General				
G1: Learning and Development			x	
G5: Services and Project Management	x			
G6: People Management			x	
G7: Capacity and Capability		x		

GENERAL

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.
- The post holder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others and for adhering to the advice and instructions on Health and Safety matters given by the Manager. If post holders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager.
- The post holder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- It is the responsibility of all staff to minimize the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimizing water usage and reporting faults promptly.
- South West London and St George's Mental Health NHS Trust operates a no smoking policy. The Trust is smoke free.



PERSON SPECIFICATION

Job Title: Band 7 Team Management – Perinatal Mental Health Team

	Essential	Desirable	How Tested
Training & Qualifications	<ul style="list-style-type: none"> Registered mental health practitioner. Educated to degree level in a health or social care discipline and registered with recognised professional body Evidence of continuing professional and personal development Current and full UK drivers license 	<ul style="list-style-type: none"> Professional management qualification at diploma level or above Project Management qualification e.g. PRINCE2 foundation level 	<ul style="list-style-type: none"> Application Form Interview References Proof of qualifications and professional registration if relevant
Experience	<ul style="list-style-type: none"> Experience of working at a Band 6 level Demonstrable experience of working in a health or social care management role Experience of working with people who experience serious ongoing mental health problems Experience of working in a mental health setting and in the community Experience of multi-disciplinary working as part of a team to include experience of leading multidisciplinary groups Experience of case assessment, care management, Risk Assessment Experience of managing and supervising staff 	<ul style="list-style-type: none"> Experience of project development and management Experience of quality assurance monitoring Experience of working as Duty Senior Nurse Experience of managing budgets Experience of deputising Experience of chairing meetings 	<ul style="list-style-type: none"> Application Form Interview References Assessment



Respectful



Open



Compassionate



Collaborative



Consistent

Page

Knowledge & Skills	<ul style="list-style-type: none"> • Specialist knowledge of effective models of mental health and social care provision • Knowledge of Safeguarding issues and child protection requirements/legislation and how these apply to the role • Working knowledge of relevant legislative requirements, especially in the NHS and Community Care Act (1990), and their application to the Mental Health Act 1983 • Knowledge of counselling skills, group skills, cognitive skills, and behavioural skills • Knowledge of legislation related to nursing, social workers and other professions • Knowledge of recent initiatives in nursing • Knowledge of our business and how it supports patient care • Knowledge of psychosocial interventions • Policy design, development and 	<ul style="list-style-type: none"> • Team leadership skills 	<ul style="list-style-type: none"> • Application Form • Interview • References • Assessment
-------------------------------	--	--	---



Respectful



Open



Compassionate



Collaborative



Consistent

	<p>implementation skills which impacts across own professional discipline</p> <ul style="list-style-type: none"> • Effective written and verbal communication skills • Evidence of transferable creative skills, which can be utilised in Team Management and development services • Well-developed interpersonal skills and can communicate effectively with staff at every level of this and other statutory and voluntary organisations • Report writing skills • Ability to analyse and interpret complex data • Ability to deal with complex issues arising from managing a diverse multidisciplinary service • Good time management skills and ability to prioritise • Budget management skills • Ability to effectively manage and lead staff • Intermediate IT skills • Ability to work autonomously 		
Other	<ul style="list-style-type: none"> • A commitment to cultural awareness and anti-discriminatory practice • An understanding and positive regard for the needs and rights of people with mental health problems and their carers • Ability to adapt to changing environments, needs and demands • Clean and valid UK Drivers License • Ability to travel effectively between Trust locations with permanent access and use of a car 	<ul style="list-style-type: none"> • Car owner 	<ul style="list-style-type: none"> • Application Form



Respectful



Open



Compassionate



Collaborative



Consistent