

Description

Job Title: Team Manager

Grade: Band 5

Location: Appointed to the County - based at designated office as required

Responsible to: Deputy CRC Director

Accountable for: LMC and Hub Team Members

Summary of Main Duties & Responsibilities (not exhaustive)

Purpose of the Job: To manage the activity of a dispersed and mobile staff team to ensure quality services are delivered and performance and contractual targets met within a resource allocation framework. To work in partnership with other agencies and local stakeholders to ensure co-ordinated service delivery and the positive achievements and outcomes for service users.

The successful candidate, if not Dip PS – CQSW/DipSW qualified must be willing to complete the VQ6 Qualification in Community Rehabilitation once appointed in role within a set timescale.

Item	Duty/Responsibility
1	To deliver the objectives of the Annual Business and Equality plans at a local level and confirm with contract requirements
2	To provide line management for locally based Responsible Officers and Senior Responsible Officers
3	To monitor and manage staff workload and performance
4	To provide oversight and quality assurance of practice to ensure public protection and reduction in reoffending
5	To ensure that all team resources are deployed effectively in accordance with the resource allocation framework

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6	To implement SYCRC and Sodexo policies and practice directions
7	To engage with local partnerships, ensuring full consideration of the safeguarding of children and vulnerable adults
8	To engage with the central hub, local supply chain delivery and the NPS as required to ensure co-ordinated services and effective risk management
9	To provide Health and Safety, Human Resources and Payroll support to employees and liaise with the People Centre within Sodexo to ensure all records are correct and in line with local targets
10	Any other duties as may be required from time to time commensurate with the grade and in line with SY CRC policies

Item	Key Performance Indicators (KPIs)
1	Achievement of reduction in reoffending rates
2	Team performance and contractual targets are met or exceeded
3	Services delivered in accordance with the resource allocation framework
4	High scores in audit and inspection

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5	Positive feedback from staff, offenders, partners and stakeholders
6	Work in accordance with SYCRC and Sodexo policies and procedures
7	Effective management of resources