

Job Description

Job Title:	AMHP Team Manager
Band:	8a
Responsible to:	Head of Social Work, Adult Mental Health
Department:	Approved Mental Health Professionals (AMHP) Service
Directorate:	Adults and Specialist

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

CPFT has delegated responsibility to deliver statutory mental health Social Work services across Cambridgeshire and Peterborough. This role holds responsibility to coordinate and lead the AMHP service, integral to successful service delivery by offering leadership and supervision whilst engaging with stakeholders and partners to ensuring that AMHP processes, standards and regulations are met.

Key Responsibilities

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Clinical / Service Specific

1. Providing professional line management responsibilities and professional leadership for the AMHP Service across the Peterborough City and Cambridgeshire County Council areas to ensure safe, effective, and efficient delivery.
2. Embedding high quality professional AMHP practice across the AMHP profession, this will include supporting the review and implementation of policy and procedures, with particular emphasis on advanced practice, the role of the social supervisor, competence, and confidence in line with the Statutory Regulations including the provision of AMHP professional supervision to members of the service and monitoring the delivery of required levels of training.
3. Leading a service that is responsive, responsible, accountable, and flexible to the evolving needs of people who use the AMHP service, by working in collaboration with them, members of the service, and the wider health and care system.
4. Ensuring the team undertake assessments in line with strengths and evidence-based practice, legislation, policies, and procedures; identifying and planning preventative measures to avoid unnecessary delays in the Mental Health Act process, by embedding quality assurance processes and required approval, re-approval, and removal procedures across the AMHP service.
5. Performance management and reporting; meeting and reporting on KPI's and utilising management information, maintaining operational systems and ensuring all training and development needs are met
6. Holding responsibility for utilising and developing their own knowledge of legal frameworks, safeguarding policies and guidance related to "adults at risk"; and child protection working at all times in the best interests of the person using the service to ensure best practice is embedded within a culture of continuous improvement.
7. Establishing and maintaining effective communication and relationships with people who use the service, internal and external stakeholders that promotes "a lessons learned" approach.
8. To utilise highly developed communication skills to effectively impart information to people who use the service and their carers/families and ensure communication is consistent with peoples' level of understanding, culture, background, and preferred ways of communicating in situations where there may be barriers to understanding and/or acceptance
9. Ensuring that communication across the service complies with all relevant legal, professional, and organisational requirements and provides accurate, complete, and contemporaneous records of any communication. Quality assuring team practice and embedding a learning and development culture to meet identified needs.
10. Represent health and social care partners with regard to the specialist areas of Mental Health Act work at local and national partnership forums and provide technical advice to senior managers as a result of these.
11. To be responsible for safeguarding and risk management; particularly in relation to complex situations and casework and the promotion of positive risk taking
12. Ensuring the AMHP service is appropriately resourced, including management of and participation in the rota and oversight of "on-call" arrangements, to ensure that referrals are appropriately and safely completed.

13. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
14. To understand the safeguarding in relation to adults, young people including young people transitioning to adulthood always working in a person centred, Making Safeguarding Personal way, enabling people to experience positive risk taking.
15. To ensure that the AMHP Service is appropriately resourced by managing the rota and providing oversight of the on-call rota. Ensuring that all referrals are seen through from receipt to completion.

Information Technology

1. Ensure accurate recording of AMHP reports on the appropriate electronic records system.

Financial Responsibility

1. Oversight of the AMHP budget and awareness of spend
2. Sign off AMHP related expenses.

Training & Development

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

Quality & Patient Safety

- Protection of Children & Adults at Risk– To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- 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.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

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Department:	Approved Mental Health Professionals (AMHP) Service

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Recognised professional qualification and registration (as confirmed in MH AMHP Regulations - Schedule 1) (Social Work; Occupational Therapy; Nursing; Psychology) Approved Mental Health Professional (AMHP) 	<ul style="list-style-type: none"> Active Social Work England (SWE) registration Recognised Best Interests Assessor (BIA) qualification Level 5 Diploma in Leadership and Management for Adult Care (England) or equivalent
Experience	<ul style="list-style-type: none"> Significant previous experience and demonstrated ability to undertake strategic planning, implementation, and evaluation Proven experience of managing a diverse and complex workload Proven experience and ability to achieve, maintain and deliver quality professional practice and specialist interventions Experience of leading and managing teams to achieve high performance Proven experience and ability to thrive in a complex environment and the demonstration of resilience 	

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<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Management of projects that deliver successful service change and development in line with agreed quality standards, timescales, and targets • Partnership working in the establishment and maintenance of successful and effective relationships across agencies to achieve high quality service delivery and performance standards • The ability to achieve effective and appropriate delegation • The ability to define the expectations of staff, and manage individual performance that promotes professional development • The ability to think strategically across functional and geographic boundaries • The ability to lead, develop and motivate a multi-professional service • The ability to lead and influence teams through periods of change • The ability to take personal responsibility for making things happen to achieve agreed results. • The ability to plan, prioritise and oversee the management of the service • The ability to analyse complex issues and offer sound managerial and professional advice • The ability to encourage and engender collaborative working between agencies • The ability to create accessible ways of working that effectively engage and involve people who use the service • Strong negotiation skills 	
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	<ul style="list-style-type: none"> • The ability to challenge others constructively and make evidence informed decisions • The ability to communicate effectively at all levels utilising multi-media formats (verbal, non-verbal and written) 	
Knowledge & Understanding	<ul style="list-style-type: none"> • Excellent up to date knowledge of the Mental Health Act, Mental Capacity Act, Care Act, Human Rights Act, Equalities Act, and other relevant legislation. • Excellent up to date up to date knowledge of AMHP statutory regulations and reporting requirements • Extensive demonstrable knowledge of, and commitment to, applicable governmental, national, and local priorities, policies, and procedures and relevant Social Care and Health policy and practice requirements. • Knowledge and proven experience of managing complex case arrangements • Comprehensive knowledge and experience of handling technical practice and business risk; knowing when to escalate to obtain resolution 	<ul style="list-style-type: none"> • Ministry of Justice requirements for Social Supervision and Social Supervisors
Physical Requirements	<ul style="list-style-type: none"> • Ability to travel around the county. 	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.