Knowsley Council

Job description			
Job title	Assistant Team Manger		
Grade	J		
Directorate	Health & Social Care		
Service/team	Together We Care		
Accountable to	Team Manager		
Responsible for	Health and Social Care Workers		
JE Reference		**Date Reviewed**	March 2026

Purpose of the Job

Working as part of the operational management team, Assistant Team Managers provide oversight and management for the day-to-day operational delivery of any designated team(s) within Together We Care, (TWC), this may include Day Service Provision, Respite, and Supported Living. Assistant Team Managers contribute towards ensuring that high quality, safe, person centred and regulatory compliant care, is always delivered, and that it meets the assessed needs of service users; utilising all resources within agreed systems, plans and structures.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Resource Management

1. To ensure appropriate and flexible allocation / deployment of staffing resources and contribute to the preparation and implementation of staff rotas and work planning systems to ensure that appropriate staffing levels are always available.

2. To manage and provide oversight in the safe and effective use of buildings, transport resources and information technology, ensuring that resources are used flexibly and work with management colleagues to ensure these are utilised effectively across TWC in accordance with need and demand for services

Financial Management

3. To participate in the management of financial resources in an efficient and effective manner and in line all relevant Council processes and procedures and financial regulations, ensuring that operational financial systems including petty cash, timesheets etc, are managed effectively ensuring consistent application and management within operational services

Performance Management

4. To deputise for the Team Manager as required and support the operational leads in a nominated area when required e.g. autism, complex care etc.

5. Supervise, monitor, and support Health and Social Care workers ensuring that support and supervision levels are effectively managed and delivered, to support and assist the development of staff teams for the delivery of high-quality services.

6. To ensure that systems relating to the assessment of service user needs, the implementation of plans to meet those needs, and the review of progress, are effective and in line with agreed procedures.

7. To undertake specified responsibilities in connection with the management of the human resources of the service in line with operational, financial, legal, and regulatory requirements and departmental policies and procedures e.g. supervision, team meetings, sickness absence management, welfare visits, recruitment, and selection, and support in the gathering of information for the implementation of other procedures as instructed / required e.g. disciplinary, grievance and complaints procedures.

8. To ensure with the management team, that the operational implementation of agreed development and transformation plans are delivered within designated areas.

9. To contribute to understanding the training needs of the workforce and any gaps, working with others to develop and contribute to implement plans to address these.

10.To ensure that statistical / management information is always kept up to date to meet requirements and deadlines in connection with the quality standards and performance indicators that apply to the service.

11.To participate in the on-call management rota to provide out of hours support for TWC services.

Service Development

12. To support in the development of the service through effective communication and partnership with all relevant stakeholders including colleagues within the Council, health partners, housing and leisure and the voluntary sector.

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13. To support with the transformation and the management of change, supporting the Team Manager to implement agreed operational changes in service areas and work productively and positively with teams to embed these. Communication/ Working in Partnership

14. To promote the values and principles of the Council and actively seek to involve services users, carers, advocates, and staff in the establishment of quality assured and person-centred services.

15. To work in partnership with others both inside and outside of the Council; actively participate in meetings and training as require

Knowsley Better Together – Staff Qualities

Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.