Clinical Team Manager

## Job details

|  |  |
| --- | --- |
| Job title: | Clinical Team Manager – Psychological Therapy Service (PTS) |
| Department: | Corporate PTS |
| Location: | Home Based / Remote |
| Reporting to:  (job title only) | Step 3 Service Manager |
| Direct reports:  (job title only) | Psychological Health Professionals |
| Job purpose, Roles & Responsibilities: | The Clinical Team Manager will be responsible for ensuring the effective delivery of leadership and operational elements of the Step 3 Service within PTS.  **Main responsibilities**  The post holder is responsible for:   * Provide day to day management of the CBT service, and leadership to clinicians. * Oversee and manage a duty rota * Provide line management responsibility to CBT therapists * Assisting with the strategic development of the service both internally and externally * Assist with the long-term planning and development of psychological therapies within VHG   • Manage & investigate operational complaints in line with the company’s complaints management process  • Ensure all aspects of confidentiality and data protection relating to both the service and individuals are always maintained   * Maintaining an in-depth knowledge of all VHG services * Liaison with clinicians who are off sick and communicating with all relevant departments such as HR.   **Be accountable for the management of staff within the service:**  • Work as part of the Step 3 Service management team to recruit new members off staff considering the short and long term workforce plan to meet the needs of the service.  • Work closely with the Operations Manager/Call Centre Manager to ensure that there is capacity to meet demand levels for service users.  • Ensure operational KPI’s & SLA’s are met by the service including but not limited to staff utilisation & availability.  • Ensure that poor performance within the service is managed effectively  • Set objectives and personal development plans with clinicians and support with performance plans as and when required  • Report all sickness absence to HR and conduct return to work and relevant paperwork, ensuring sickness and staff welfare is managed appropriately   * Adhere to, and ensure adherence to, all people management policies and procedures   **Be responsible for the management of PTS delivery within the service:**   * Ensure effective and high performing service delivery that meets the needs of customers and clients accessing corporate wellbeing services * Ensure team and staff rota’s are in place and adhered to, to enable effective escalation of clinical and operational issues at all times * Assist in the proposal and implementation of operational changes across the teams * Assisting with the collection and recording of qualitative outcomes in addition too statistical outputs.   **General**  • Take responsibility for own health and safety and the health of safety of colleagues, clients and the general public  • Not abuse their official position for personal gain, to seek advantage of further private business or other interests during their official duties  • To undertake other such duties consistent with the post, as jointly agreed between the post holder, Service Lead and VHG Board  • To always deliver the service in line with and adhere to the Policies and Procedures. |
| Role and Responsibilities: | **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity and respect * Maintain and develop your knowledge about what EDI is and why it is important * Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice * Be prepared to speak up for others if you witness bias, discrimination or prejudice   Any other reasonable request as required |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired.  This role requires out of hours escalation on call commitment to be shared with other senior clinicians. |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Evidence of continuous professional development | Accreditation membership of BABCP, UKCP, BACP or BPS  Mental health Professional with a core profession (HCPC/NMC)  Leadership & Management Qualification (CMI, ILM, NHS Leadership Academy) |
| **Experience** | Experience of capacity management  Experience of supervising people and resource allocation  Experience of line management  Experience of working within multi-disciplinary and multi-cultural settings  Experience of generating policy and procedural working practices  Experience working in mental health and/or employment within related fields  Experience of performance monitoring and management | Experience of working with a range of mental health issues both from clinical and social perspective  Experience of working with a wide range of psychological problems within a therapeutic model  Experience in providing training/ overseeing students  Experience of project management |
| **Skills/knowledge** | IT literate – intermediate level minimum  Knowledge of mental health issues  Knowledge of the Return to Work Agenda  Knowledge and understanding of the roles of the various stakeholders in VHG and the corporate environment | Understanding of evidence based practice |
| **Specialist training** |  | Supervision Qualification |
| **Personal competencies and qualities** | Excellent verbal and written communication skills  High level of enthusiasm and motivation  Ability to work individually or within a team and foster good working relationships  An awareness of and commitment to supporting and facilitating diversity and inclusion  Ability to work under pressure  Excellent time management skills |  |

# Version Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

|  |  |  |
| --- | --- | --- |
| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
| V1.3 | 20/10/2021 | Minor amends & updates to RP |