

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Direct Payments Team Leader

Financial Operations, Commissioning and Performance

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To ensure the effective and efficient workload management of the Direct Payments Team.
Ensure the Contracts and customers account reconciliations are processed and authorised in a timely manner.

To manage the flow of work for the service in a professional, customer focused and efficient manner utilising a combination of people, process and technology.

Improve service performance, financial efficiencies and meet targets in line with overall directorate and corporate objectives through allocation of work and effective staff management.

Accountable to:

Provide operational services within the Direct Payments Team. Work closely with the Personal Budget and Payments Team Manager keeping them informed of staff, process, system or performance issues and take responsibility for resolving issues or recommending options for resolving them as appropriate.

Responsibilities:

1. Take responsibility for ensuring that efficient, accurate and timely end-to-end processes are in place and are being utilised effectively.
2. Ensure operational service priorities are met, resources are used efficiently, and customer and audit requirements are adhered to through effective workflow management.
3. Provide day to day line management for staff, taking responsibility for developing, appraising, and rewarding team members and tackling performance / absence issues in the first instance.
4. Provide advice to the Personal Budget and Payments Manager on areas of the service where improvements could be made and make recommendations to improve efficiency
5. Respond to and resolve complex service requests and queries within the agreed service standard and according to operational procedures.
6. Embed the quality framework and monitor outputs, addressing identified areas as appropriate.
7. Embed customer service excellence within operational teams through the design of customer focussed processes, the VIP process and own behaviours.
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9. Work collaboratively on projects that support developments / improvements for the Finance Operations Service in a professional and positive way. To liaise with Personal Budget and Payments Team Manager

to secure the necessary support to implement developments and improvements within the operational service.

10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:		Essential / Desirable	Measured by
IT	Excellent IT skills with good knowledge of Microsoft office applications to produce system documentation and presentations	Essential	A, I,
Communication Skills	Ability to influence and communicate with managers, suppliers and customers to ensure that changes and operational processes and priorities are understood	Essential	A, I,
Stakeholder Management	Initiate and maintain a wide range of positive professional relationships with colleagues, internal and external service users to deliver the service to required standards	Essential	A, I
Management information	Ability to analyse and evaluate data and financial information related to the Direct Payments Service to support the production of management reports and information on service performance to meet service area requirements	Essential	A, T, I,
	Ability to travel to visit service users where appropriate	Desirable	A, I,
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.			A, I,

Knowledge:		Essential / Desirable	Measured by
Knowledge of social care policy and legislation relating to service provision	Care Act 2014, Social Care Reform, Mental Health Act,	Essential	A, I,
Knowledge of Social Care Case Management Systems Carefirst, Eclipse	Eclipse, Carefirst, Abacus, ERP Gold	Desirable	A, I,
Knowledge of Direct Payments and understanding of Social Care		Essential	A, I,

Relevant experience:		Essential / Desirable	Measured by
Performance Management	Experience of supervising, coaching and mentoring less experienced colleagues and team members to support the achievement of individual and team performance and development objectives	Essential	A, T, I,
Planning and Prioritising	Experience of working independently scheduling and prioritising own work and that of others to meet service requirements, targets and deadlines	Essential	A, T, I,
Stakeholder management	Proven customer service background with experience of conflict resolution, negotiation, and diplomacy skills. Experience of working with vulnerable service users, their carers and/or advocates	Essential	A, I,
Change management	Experience and proven ability to identify service improvements to current processes and manage change.	Essential	A, I,
Service Delivery	Experience of developing user guides and training documentation for Direct Payments Team processes	Essential	A, I,
Safeguarding Demonstrate an understanding of the safe working practices that apply to this role.	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential	A, I,
Equality and Diversity	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	A, I,

Education, training and work qualifications:		Essential / Desirable	Measured by
Qualifications Required	Subject		A, T, I,
A Level / NVQ Level 3 or equivalent	Business & Administration or Finance or significant experience gained in a similar or related service	Essential	A, I,

Full Driving Licence		Essential	A, I,
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All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	7	Worker type:	Part-Flexible
Salary range:	£36,734 -£39,278	Budget responsibility:	No
People management responsibility:	yes		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

