



Job Description

1. Job Details

Job Title:	IPS Team Leader
Reports to:	IPS Service Manager
Accountable to:	IPS Service Manager
Band:	6
Main Location:	Bayheath House
Date:	June 2026

Job Summary

As IPS Team Leader will manage a team of up to 10 Employment Specialists providing supervision, training, caseload management, and role modelling of the Individual Placement and Support (IPS) approach, as part of the holistic recovery plan for mental health service users. The Team Leader will provide a pivotal role in managing a high-quality service that meets fidelity standards and delivers positive outcomes for service users. You will work with clients (manage a small caseload) who have mental health support needs, who are unemployed, to assist them in securing sustainable paid employment in line with their preferences.

Key Result Areas (Main Duties/Responsibilities)

Core responsibilities:

- Monitor and manage performance of the IPS Employment Specialists – guide them individually on best practice and achieving individual and team job outcome targets.
- Support the design and delivery of in-house staff training and development (including facilitating peer learning and best practice).

- Involve service users in co-production of service developments where possible.
- Coordinate the work of Employment Specialists in a region in relation to building relationships with employers to effectively access the hidden labour market, external agencies and delivery of job seeking groups.
- Manage a small caseload of between 5-10 service users at any one time.
- Identify barriers for service excellence and work with internal and external stakeholders to implement solutions to ensure a high-fidelity service.
- Provide solution focused monthly supervisions for each employment specialist within the team, including caseload management.
- Lead the team to ensure Employment Specialists spend enough time in face-to-face meetings with employers to find the right job match.
- Guide, mentor and coach the team to deliver on employment engagements/job development strategies.
- Ensure quality assurance around client satisfaction. Facilitate various feedback opportunities for client to provide feedback on the service and use this to review and develop the service.

Relationship Management

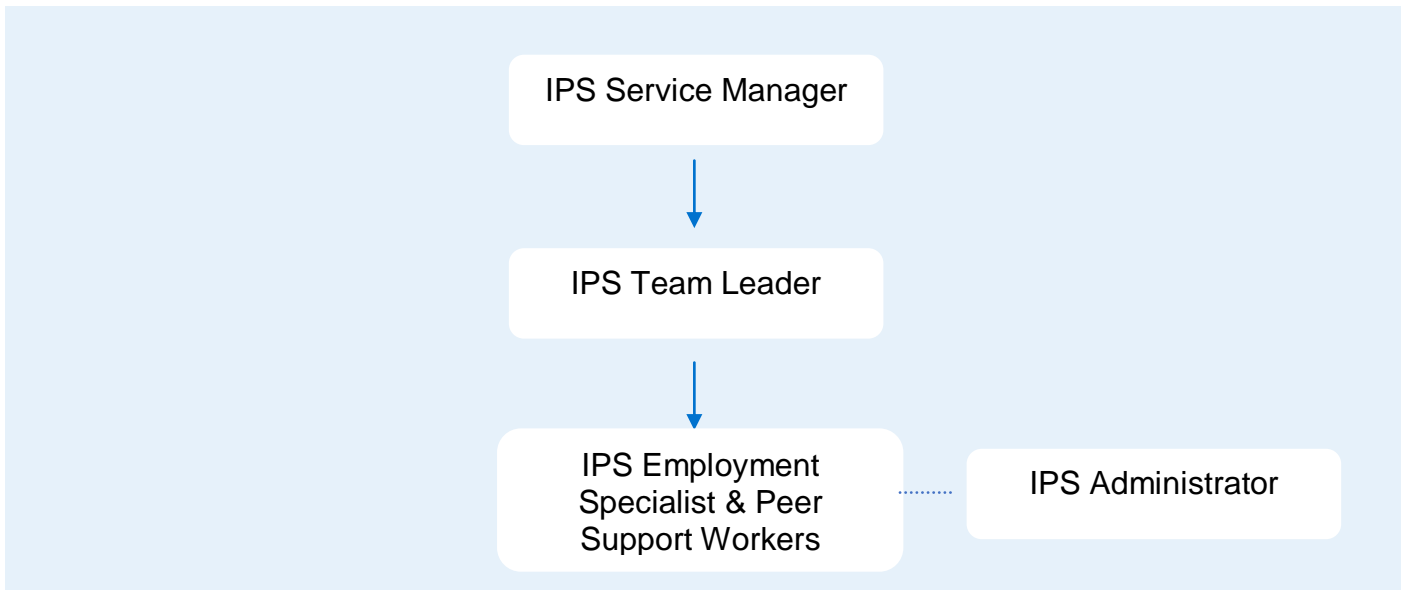
- Arrange regular meetings with clients to monitor and review progress pre and post-employment.
- Meet with the Service/Line Manager to agree priorities and work plans.
- Spend time getting to know local employers, in order to negotiate job opportunities that meet each individual's strengths, needs, abilities and preferences.
- Provide education and support to employers, as agreed with the individual, which may include negotiating adjustments, return to work strategy and on-going contact with the employer to ensure job retention.
- To develop effective working relationships with a range of external agencies who can help individuals to achieve their employment goals. This may include local colleges and training providers.

Other:

- Implement the Trust/organisation's policies and procedures as required
- Responsible for marketing and profiling the service for the team. This includes delivering the communications strategy, collecting employment recovery stories etc.
- Ensure that effective monitoring and evaluation systems are adhered to and keep abreast of changing practice within the sector.
- Ensure that all relevant policies are implemented such as information governance, safeguarding etc.
- To work independently, reliably and deliver consistently to deliver effective IPS practice.

Training and Development

- Undertake mandatory training as required, including training in the IPS approach
- Actively participate in own continuous professional development
- You will receive professional supervision from your IPS Service Manager who will ensure you have the tools you need to provide expert support and leadership to staff
- Identify training needs of staff and arrange appropriate training to support with continuous professional development.



Knowledge, Skills and Experience

See person specification

Information Governance

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and its service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

Infection Control

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control and ensure that they comply with them in fulfilling their role.

Safeguarding

The action we take to promote the welfare of children and vulnerable adults and protect them from harm

SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

Health & Safety

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices, or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

Internal

Community mental health teams Clinicians
Team managers
Area service managers
Project team: finance, communications,
Peoples services, IM & T,
Lead OT
Volunteer service
All departments that may offer employment
opportunities within the Trust
IPS services in IAPT and Substance
misuse
Service users

External

STP partnership group
Public Health (City and County)
County and City Council
Employers across the county
BBO and other specialist employment
services
Commissioners
Careers services
DWP and local job centres
Benefits advice
Public

Most Challenging Part of Your Job

- Introduction of a relatively new service with a very different culture into the existing clinically/medically focussed CMHT's.
- Wide communication networks required to make the difference, partnerships across the whole employment and skills networks internally and externally across STP.
- Developing a service that meets Fidelity to the national IPS model and meeting NHSE targets.



Job Holder

Signature

Date

Senior Officer/Head of Department

Signature

Date

Title

Job Description Additional Information - Appendix A

Job Title:	IPS Team Leader
Location:	North Derbyshire
Reports to:	IPS Service Manager
Accountable to:	IPS Service Manager

Physical Effort

Driving on a daily basis across the county.

Mental Effort

- Able to concentrate when being frequently unpredictably interrupted by team colleagues with requests and problems
- Able to concentrate for prolonged periods when analysing complex facts, data and information
- Able to manage conflict through negotiation and problem solving
- Team leadership

Emotional Effort

- Able to deal with demanding circumstances and general stresses of working with vulnerable and distressed patients
- Provide ongoing support to staff, advising them as appropriate, providing supervision both planned and immediate.
- Dealing with complaints, witnessed or reported incidents or grievances

Working Conditions

- Able to work in an office facility and hot desk in a range of localities and buildings in Derbyshire as required

- Be able to work from home, if required
- Be able to work flexibly on a regular or occasional basis

Job Appendix Agreed

Job Holders

Signature

Date

Senior Officer/Head of Department

Signature

Date

Person specification

Job title: IPS Team Leader

Grade: 6

Directorate:

Base: Bayheath House

Hours: 37.5

Area	Essential	Desirable
Attainment/Qualifications	<ul style="list-style-type: none"> • Educated to a degree level or equivalent experience, this can include: <ul style="list-style-type: none"> - Working with people with mental health support needs - Working in employment support services 	<ul style="list-style-type: none"> • Trained in IPS approach • Level 3 Diploma in Employability Services Sector Qualification • QCF in Advice & Guidance (Level 3)

Skills

- Strong leadership and networking skills
- Excellent motivational, communication and listening skills
- Outstanding interpersonal skills and ability to build rapport with a range of people
- Ability to model recovery focused practice including co-production
- Natural ability to build close, trusting and productive relationships with people • Team orientated and works collaboratively within a mixed-disciplinary team
- Ability to work independently and use initiative to develop and promote a service

Knowledge/ Experience

- 3+ years' experience of working with people with mental health support needs, or a similar group within health, social services or the voluntary sector Experience
- 2+ years' experience working in employment services
- Proven experience of meeting and exceeding outcomes and targets
- Experience of managing multiple tasks at any one time
- Experience of delivering training
- Previous experience of delivering a service using the IPS model
- Own personal lived experience of recovery from mental health difficulties
- Experience of managing change effectively and facilitating innovation
- Experience of staff management

- Experience of staff supervision, and/or mentoring

Values

- **Caring** - We provide safe care and support people to achieve their goals.
- **Inclusive** - We respect everyone in all we do.
- **Ambitious** - We offer high quality services, and we commit to ongoing improvement.
- **Belonging** - We come together to create a culture that is welcoming, open and trusting.
- **Collaborative** - We work together to achieve the best outcomes for our people and communities.

Our values

We pride ourselves on being a values-led organisation, as expressed through our Trust Strategy for 2024-28. Our Trust values are as follows:



Caring

We provide safe care and support people to achieve their goals.



Inclusive

We respect everyone in all we do.



Ambitious

We offer high quality services, and we commit to ongoing improvement.



Belonging

We come together to create a culture that is welcoming, open and trusting.



Collaborative

We work together to achieve the best outcomes for our people and communities.