**Advice Session Supervisor**

**Job description and person specification**

**Key work areas and tasks:**

**Supervising advice sessions and / or casework**

* Manage the practicalities of the advice session and ensure adequate staffing and resources.
* Provide an appropriate level of support and supervision to individual workers depending on their level of competence.
* Monitor the case records / telephone calls of designated staff to meet quality standards and service level agreements.
* Ensure remedial and developmental issues are identified and acted on to develop individuals, improve the quality of advice, and ensure clients do not suffer detriment due to poor or inadequate advice.
* Keep technical knowledge up to date and provide technical support to advisers and / or caseworkers.

**Staff management**

* Create a positive working environment in which equality and diversity are well-managed, dignity at work is upheld and staff can do their best.
* Participate in the induction of new staff as delegated.
* Assist with the annual appraisals of volunteers

**General**

* Keep up to date with Citizens Advice aims, policies and procedures and ensure these are followed.
* Ensure that work reflects and supports the Citizens Advice service's equality and diversity strategy.
* Keep up to date with social policy issues and ensure social policy is promoted and integrated in a way relevant to the role.
* Develop and maintain effective admin systems and records relevant to the role.
* Attend regular bureau and external meetings relevant to the role (for example, staff, team, management, trustee board).
* Work cooperatively with colleagues and encourage good teamwork, clear lines of communication and common practices within the bureau team.
* Abide by health and safety guidelines and share responsibility for own health and safety and that of colleagues.
* Identify own learning and development needs and take steps to address these.
* Carry out any other tasks within the scope of the post to ensure the effective delivery and development of the service.

**Person specification**

* Proven competence in provision of advice in the main Citizens Advice enquiry areas
* Ability to commit to, and work within, the aims, principles and policies of the Citizens Advice service.
* A good, up to date understanding of equality and diversity and its application to the provision of advice, and the supervision and development of staff.
* Proven ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively.
* Ability to monitor and maintain own standards.
* Ability to communicate effectively verbally and in writing.
* Demonstrable understanding of the issues affecting society and their implications for clients and service provision.
* Proven ability to manage / supervise others, including ability to recruit, develop and motivate staff.
* Proven ability to monitor and maintain service delivery against agreed targets.
* Proven ability to develop individuals or groups by providing support, guidance, tutoring and / or training.
* Proven ability to supervise and monitor advice work and to maintain casework systems and procedures.
* Ability to prioritise own work and the work of others, meet deadlines and manage workload in a busy environment.
* Ability to use IT systems and packages, and electronic resources in the provision of advice and the preparation of reports and submissions.
* Ability to monitor and maintain recording systems and procedures.
* A commitment to continuous professional development.

 **Citizens Advice Waverley**

 **June 2016**