

JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Children's	Job Ref Number: 1853
Service Area: Regulated Services	Grade: G12
Job Title: Registered Homes Manager	
<p>PURPOSE OF JOB: The post holder will be contracted to work within the Directorate's Children's Residential Services and is responsible for the management of a Children's Home. On a day-to-day basis that the manager of the Children's Home exercises responsibility for children requiring residential care. The post holder will ensure the efficient and effective management of all resources allocated to the home and ensure quality services are provided for 'Children in Care' whilst working within the policies procedures and guidelines of the Directorate.</p>	
<p>TEAM STRUCTURE:</p> <div style="text-align: center; margin: 10px 0;"> <pre> graph TD RM[Registered Manager] --- DM[Deputy Manager] RM --- RCO3[RCO 3] RM --- RCO2[RCO 2] RM --- RCO1[RCO 1] RM --- RR[Relief RCO 1] RM --- SS[Support Staff Cook Handyperson Support worker] </pre> </div>	
MAIN DUTIES:	
1	To lead a team of Residential Care Officers and other support staff to deliver high quality care for children on a 24/7 basis. Lead and develop the staff team to care and supporting them to remain safe, recover from the trauma they have experienced and achieve the best possible outcomes before achieving a positive move on. Complete thorough assessments and trajectory plans to establish the needs of children as part of their admission and transition in and out of the home. Through effective care planning, maximise choice and ensure that the service is provided in a planned and effective way.
2	Manage physical resources to meet all appropriate legislative and regulatory requirements, taking action to minimise risk to people, plant, property and reputation of the Council.
3	<p>Manage, monitor and control activities against delegated budgets.</p> <p>Manage, monitor and control physical environment to meet legislative and regulatory requirements.</p> <p>Manage, monitor and control human resources to ensure effective delivery of service to meet statutory and legislative requirements. Work within the HR procedures to challenge</p>

	practice that falls below expected standards. Appropriately manage sickness absence and conduct issues within the team.
4	Create and maintain the necessary conditions for effective service delivery.
5	To promote by personal example and through appropriate management, good practice, professional conduct and ethical standards.
6	Establish and maintain monitoring systems within the home and participate in departmental monitoring and evaluation processes such as conducting quality audits.
7	Contribute to the selection of key performance indicators to monitor-projects, performance and plans. This is to comply with Ofsted regulations and meet any requirements
8	To work within the policies, practices and procedures of the Social Services Directorate. To meet the requirements as a Registered Manager as set out in the Children's Homes National Minimum Standards Care Standards Act 2000 and the Children.
9	<p>Full managerial responsibility for (ordinarily) 10-20 staff members to include Deputy Managers, Residential Care Officers, Unit Administrator, Cook, Support Workers and Handyperson.</p> <p>Supervision includes planning, organising, allocating and evaluating work carried out by teams and individuals against performance indicators and targets.</p>
10	<p>Identifying opportunities for improvement and change in services, evaluating and proposing changes and negotiating their implementation.</p> <p>Planning activities and determining work methods to achieve objectives. This involves the development, maintenance, review and improvement of development activities to meet identified development needs.</p> <p>Contributing to the identification of training needs within the staff team and assisting in the implementation of agreed training programmes for all staff to include the development of in-house training and the nomination of staff for departmental and other training courses. Identifying the scope for improving the efficient and effective use of the Home's resource.</p>
11	<p>The post holder is expected to attend various meetings and forums in order to contribute to the positive development of the Directorate's childcare strategy and services.</p> <p>Negotiate and take appropriate action to ensure that expenditure is kept within the defined financial limits of allocated budgets and support efficiency savings were possible for the wider directorate.</p>
12	<p>The post-holder will apply discretion and judgment within defined guidelines in accordance with legislation, policies and procedures including:</p> <ul style="list-style-type: none"> Allocation of work to staff. Revision of working practices and procedures. Manage monitor and control the use of resources. Manage monitor and control activities against delegated budgets. Justify proposals for expenditure on any new project and contribute expenditure where appropriate.
13	The ability to adapt and change to differing work and competing demand i.e. demands of providing a 24 hour 7 day a week service: Managing human resources, managing day to day care for challenging young people, Managing financial constraints, managing conflict and interruptions.

There will be a requirement to provide practical support and guidance on an out of hours basis to own and other Children's Homes as determined by the Directorate and within the general scope of the post in the absence of the Service Manager.

Competing physical, emotional and psychological pressures including dealing with young people with and challenging behaviours.

Some risk of verbal abuse and or risk of physical abuse from service users

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Required to undertake Level 5 Diploma in Leadership and Management. To comply with Children's Homes Regulations, the diploma must be completed within three years of the commencement in post.	A – if completed or started I – commitment to undertake following appointment	Y	
Have at least two years management experience within children's residential services	A and I		Y
Have an understanding of Health and Safety.	A and I		Y
Able to work with Ofsted to ensure the service meets Children's Homes Regulations including Quality Care Standards	A and I		Y
Have knowledge and understanding of the impact of neglect, emotional, physical and sexual abuse has on young people.	A and I		Y
Have knowledge and understanding of the impact a disability has on a young person.	A and I		Y
Proficient information and IT skills to enable effective communication with internal and external agencies.	A and T	Y	
The post holder will be expected to be able to apply theory to practice.	A and I		Y
To be a key team player and work closely with staff members and specialist workers from other agencies and organisations.	A, T and I	Y	
The Postholder will require excellent written and oral communication.	A, T and I	Y	
Ability to produce and maintain accurate records and reports.	A		Y
Knowledge of child development.	A and I		Y
Knowledge of Safeguarding and risk management.	A and I		Y
Positive attitude to the promotion of diversity and equal opportunities.	A and I		Y

Post holders should be comfortable working with ambiguity and uncertainty.	A and I		Y
To have strong directional Leadership skills and experience which will inspire, support and motivate others	A, I and T	Y	
To have a working knowledge of the Children's Homes Regulations and quality Standards (2015) and how these apply in practice.	A and I		Y
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English.	A, I, P and T	Y	
To hold a full current valid driving License	A	Y	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.