

Kent County Council

Job Description: *Registered Manager (Adults)*

Directorate:	Adult Social Care and Health
Unit/Section:	Enablement and Support Services
Grade:	KSI
Responsible to:	Adult short break Service Manager

Purpose of the Job:

To provide residential short breaks to adults with a learning disability and/or autism in line with regulatory standards.

Ensure services promote social inclusion; and individual rights and choices which will enable people with learning disabilities to live more independent and fulfilled lives.

Contribute to the strategic management of transforming services for individuals with a learning disability and/or autism by supporting the delivery of innovative changes to services which will focus of achieving personalised outcomes.

Main duties and responsibilities:

- Manage continuous quality improvement and compliance with quality systems by monitoring professional standards. Checking practice and procedures are appropriately adhered to taking necessary action to rectify any areas of concern to ensure consistency of service delivery and compliance with policy and legislation.
- Oversee the quality of care through high standards of practice including the adherence of all County Council policies and procedures. Keeping protection and safeguarding of vulnerable children and adults at the forefront to ensure the responsibilities for safeguarding are met for the people we support.
- Ensure all individuals accessing the service have an assessment which meets with the eligibility criteria and informs a person-centred support plan.

- Ensure that reviews of support plans are conducted regularly and that changes are communicated and actioned by all relevant staff and professionals.
- Ensure there are robust policies and procedures in place to guarantee safe and good quality care in order to achieve best outcomes for all service users.
- Develop open and informed working relationships with other professionals, partners, regulators and families in order to meet the needs of the individuals in our care.
- Ensure the service operates in line with KCC financial procedures within the allocated budget and the objectives of the business plan.
- Ensure staff are recruited using a values based approach to this process.
- Ensure staff training, supervision and development are maintained so that staff are competent and qualified to provide good quality care to meet each individual's assessed need.
- Ensure the environment is clean and welcoming and meets all necessary health and safety requirements.
- To work with the Service Manager and other peers to monitor and develop the service so that it is the best it can be.
- Successful achieve the Care Quality Commission registration and maintain the service to the standards expected in the health and social care act and regulations.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Registered Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to a degree level or equivalent and/or hold a management qualification e.g. D.M.S NVQ /Diploma level 5 or equivalent
EXPERIENCE	<ul style="list-style-type: none">• Significant experience of working with people with a disability and complex needs.• Experience of influencing, monitoring and evaluating the delivery of quality services.• Experience of planning and managing both revenue and Capital budgets.• Experience of managing and supervising staff including managing and implementing change• Operational management within a multi-disciplinary environment.• Experience of managing risks and the application of positive risk management.

<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> • Leadership abilities to motivate and manage staff from different disciplines, and enable positive change • Good analytical and methodical problem solving skills to monitor and review projects. Utilising creativity and innovative ideas to achieve best outcomes. • Ability to work within agreed time scales maximising available resources • The ability to understand and interpret financial data. • Excellent organisational and time management skills, with the ability to deploy resources direct work activity and delegate tasks; optimising resources available • Commitment to equalities and the promotion of diversity in all aspects of working and ability to identify and challenge discriminatory views. • To be Computer literate • Ability to understand financial requirements
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Excellent knowledge of social issues in relation to people with learning disabilities; including the needs of people with behaviours that challenge, autism, epilepsy and other disabilities. • Excellent knowledge and commitment to personalised support, promoting independence, leading to outcome focused planning, which links to relevant white papers and the Care Act 2014. • Good Knowledge of partnership working in the local community, including its facilities and activities and the roles of various organisations/agencies, and how they can be utilised to meet the goals of the individual. • Excellent knowledge of Adult Safeguarding policies and procedures, including the Mental Capacity Act and Deprivation of Liberty Safeguards (DoLS). • Detailed knowledge and understanding of legislation and County Council policies and procedures related to children and adults with a disability

**KENT VALUES
AND CULTURAL
ATTRIBUTES**

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving
Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of **Kent**

Empowering - Our people take accountability for their decisions and actions
Externally Focused - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)