

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	ADULT SOCIAL CARE
SECTION:	MOVING ON SERVICE
LOCATION:	HARDFIELD ROAD, MIDDLETON, MANCHESTER
JOB TITLE:	MANAGER
POST NUMBER:	
Grade:	8
Accountable to:	Team Manager (Organisational Development) Adult Care and Support
Accountable for:	Support and administration staff
Responsible for:	Moving on Service
Hours of Duty:	18 ½ hours per week worked in accordance with service requirements
Any Special Conditions of Service:	<p>The postholder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid.</p> <p>Appointment to this post is subject to enhanced Disclosure & Barring Service including a barred list check against the adult workforce.</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English.</p> <p>This post is not Politically restricted in accordance with the current regulations.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

Team Manager
(Organisational Development)

Moving On Manager

Learning and Employment Support Assistant – Level 2

Learning and Employment Support Assistant – Level 1

Administration

Volunteers

PURPOSE AND OBJECTIVES OF THE JOB

To manage the Moving On Service which supports people with a physical/sensory impairment to improve their health and well-being through accessing information advice, guidance, support, learning opportunities, employment support and meaningful activities

To focus on empowering the service users at the Moving On Service to live active socially inclusive lives that prevents them from accessing ongoing services within the Adult Care and Support Service.

To motivate and manage a staff team including volunteers

To offer information advice support and guidance with user led organisations

Control of Resources

Personnel

To be responsible for managing and motivating of self both as an individual and as a member of the service.

Financial

To manage any financial resources delegated to the post holder by the Finance Manager in accordance with the financial regulations of the Council.

Premises, Equipment and Materials

To ensure effective and appropriate use and security of information systems relevant to the post including software and ICT equipment.

To ensure the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the post holder.

Data and Information Security

Responsible for management and security of data for areas of responsibility.

Health/Safety/Welfare

The postholder is responsible for the health, safety and welfare of him/herself, other staff responsible to him/her in accordance with the Council's policy and the Health and Safety at Work Act, 1974.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Staff within the Service
Staff of other Services

External: Other key stakeholders

Responsibilities

The postholder must -

Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

To manage the Moving On service to ensure the development and maintenance of a service which meets the needs of disabled people and their carers, empowering service users to live active and socially inclusive lives and preventing them from accessing ongoing adult care services.

To support, support staff and volunteers to deliver an effective Moving On Service ensuring effective communication across the service.

To ensure that all service users receive appropriate support via support workers to achieve their learning and employment goals.

To work with other Managers within Adult Care and Support to ensure the most effective use of Support Workers, Support Assistants and Administration staff to meet the needs of service users.

To be accountable for the Moving On budget management, ensuring that value for money is achieved and that the budget does not overspend.

To ensure information is accurately recorded and stored and that data for the service area is collected and maintained according to the requirements of the funding provider

Monitor learners achievement, both of their goals and of formal qualifications

To have responsibility for maintaining a high profile, quality service and ensure the service develops

To ensure The Moving On Service accessible to people with physical/sensory impairments in all townships and within all communities of the borough

To manage and motivate staff including volunteers.

To work pro-actively with user led organisations to ensure good communication, decision making and promote close working together.

Engaging and supporting user led groups in the application of external funding

Work positively and pro-actively with all Assessment Teams and other professional colleagues

Secondary Duties

To support staff and volunteers to improve the service

To take part in publicity and promotional activities

To participate in training and staff \ volunteer development programmes

Make decisions about room bookings, groups using rooms and ensuring a good atmosphere which is conducive to learning.

To organise team training and development programs

To undertake any duties and responsibilities of an equivalent nature as may be determined by the Head of Service from time to time in agreement with the post holder and after consultation with him/her and if he/she wishes with his/her Trade Union representatives

Job Description prepared by: _____ Date:_____

Agreed by Postholder: _____ Date: _____

Supervisor: _____ Date: _____

Head of Service: _____ Date: _____

**Rochdale Borough Council
Person Specification**

Service :	Adult Social Care	Post:	Moving On Manager
Section :	Moving On Service	Post Number:	ACONTMO00001
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing and able to work flexibly and outside of normal working hours to attend meetings and other events as required by the Service?	E	AF
2 Are you willing and able to undertake a certain amount of travelling around the borough in the execution of your duties?	E	AF
3 Are you willing to attend training as required?	E	AF
(b) Qualification and Experience		
4 Do you have a Level 4 qualification in management or equivalent experience of working with people with a physical/sensory impairment?	E	AF/I and check qualification at interview if applicable
5 What experience of empowering socially excluded individuals and groups do you have?	E	AF/I
6 What is your experience of partnership working across health, social care, voluntary sector, community and informal groups?	E	AF/I
7 What experience of developing or managing a service do you have?	E	AF/I
(c) Skills and Knowledge		
8 Please detail your knowledge and understanding of medical knowledge relating to physical /sensory impairments	E	AF/I
9 How would you communicate effectively verbally and in writing with service users and their carers?	E	AF/I
10 What abilities to competently use a PC, IT skills and use of administrative systems do you have?	E	AF/I
11 What skills to work to deadlines and to organise and plan your work effectively do you have?	E	AF/I
12 How would you effectively communicate with other agencies and to advocate and build links to enhance support available to all?	E	AF/I
13 What negotiation skills and ability to work creatively do you have?	E	AF/I
14 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I

(d) Behaviours and Values		
<p>15 Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
Armed Forces		
16 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF/I
17 If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF/I