

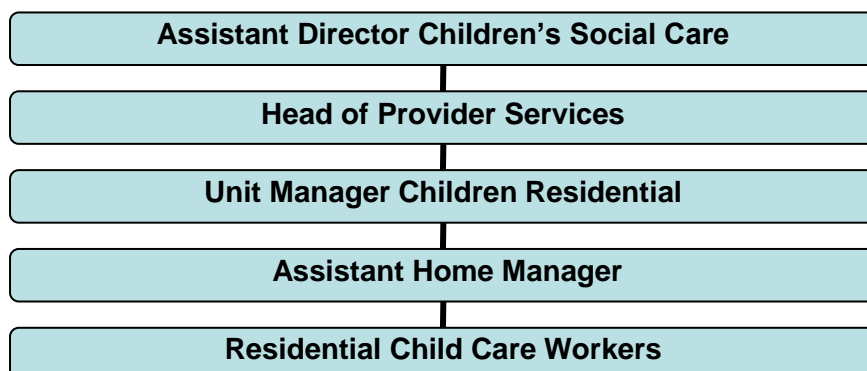
BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE:	Children's Social Care
SECTION:	Provider Services
LOCATION:	Rochdale
JOB TITLE:	Unit Manager Children Residential
POST NUMBER:	
Grade:	Grade 9
Accountable to:	Head of Provider Services
Accountable for:	Assistant Home Managers, Residential Child Care Workers and domestic staff based at the home
Hours of Duty:	37
Any Special Conditions of Service:	<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> <p>Required to travel within and outside the Borough. For car owners, car mileage payable.</p> <p>Appointment to this post is subject to an enhanced DBS including a barred list check against the child workforce.</p> <p>This post requires sleeping in duties as and when required</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



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for:-

To be responsible for the overall management of a children's residential home and for the maintenance of high professional standards and practice. To ensure that resources are used and organised in ways which are consistent with council and service policies and procedures and with legal frameworks for children's homes and looked after children.

To promote the health, education, safety, welfare and the positive social, emotional, intellectual and physical development of children and young people who are looked after. Ensuring tasks identified in the overall care plan for those young people are carried out.

To be an integral part of the management team within cared for children services and to promote multi-agency working to improve outcomes for cared for children.

Control of Resources

Personnel

All staff employed within the teams managed by the post holder

Financial

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with all relevant Health and Safety Policies across the Hub.

Equality and Diversity

To work in accordance with the relevant policies relating to the promotion of Equality and Diversity across the Hub.

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, relevant Professional Standards of Practice and the Strengthening Practice programme.

Relationships (Internal and External)

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Work in accordance with the relevant Professional Standards of Practice.

Values and Behaviours

Approach the job at all times using the Rochdale values :

- Proud
- Passionate
- Pioneering
- Open

Be aware of and apply these values at all times.

Principal Duties

Quality of Practice

1. To operate within the framework of the Children Act and the children's homes Quality Standards and Regulations.
2. To operate within the frameworks as set out in wider statutory guidance and legislation relating to the care of looked after children, including those relating to care planning, placement and review, education, health and leaving care.
3. To be responsible for identifying risk factors with regards to children and young people and to manage identified risks in line with the department's policies and procedures and care planning processes.
4. Promote, encourage and facilitate the improvement of staff skills and knowledge by direct and indirect coaching and training in consultation/conjunction with staff and with the training department.
5. To ensure that there is effective contribution in developing and implementing the care plan for children in residential services and that records demonstrate the homes progress in meeting expectations as set out in the plan.
6. To ensure that children and young people are made aware of their rights and responsibilities and they are provided with relevant information and consultation upon admission and throughout their time living at the home relating to complaints, planning and day to day running of the home.
7. To promote an environment which positively promotes awareness, understanding and sensitivity towards individual, racial, religious and cultural background where discriminatory practices are challenged and not tolerated.
8. To work with social workers, families, schools, health colleagues, independent reviewing officers and other professionals in relation to meeting the assessed need of children and young people and to ensure that multi agency planning is strengthened through the holistic care plan for the child/young person.
9. To ensure that an annual development plan is in place for the service which shows clearly defined actions for improvements to the home, including key responsibility for other staff members.
10. To ensure that children and young people have an allocated key worker who is provided with appropriate support and supervision to fulfil that role, including participation and contribution to the monitoring of plans and implementation of the overall care plan for the child and or young person.
11. To attend and where appropriate chair any meetings in relation to children and young people.
12. To ensure that all allegations or suspicions of harm and abuse are responded to quickly and in line with the departments procedures to safeguard children and young people and Working Together 2013.

Communication and Engagement

1. Develop and maintain effective liaison with managers and staff within children's social care, other agencies and voluntary groups within the borough to promote the inclusion and voice of carers, children and young people receiving a residential service.
2. Work with other agencies and stakeholders to develop new approaches to service provision.
3. To take reasonable steps to ensure good relationships with neighbours and within the wider community.

Managing Resources

1. To have overall responsibility for ensuring appropriate staff and management cover is available to fulfil the homes statement of purpose and function and staffing policy.
2. To participate in the recruitment, selection and appointment of staff in line with the departments policies and procedures.
3. To be responsible for budgetary/financial monitoring and control in relation to the operation of the home and for ensuring that these duties are effectively carried out.
4. To monitor and effectively manage sickness absences of staff and deal with in accordance with the departments policies and procedures.

Quality Assurance and Performance Management

1. To ensure that service policies, practices and procedures are implemented and that the homes operate according to its statement of purpose and function.
2. To establish regular systems for formal supervision and for reflective supervision as part of the departments quality assurance frameworks.
3. To ensure that children and young people have up to date records that reflect the care and support they are afforded whilst living in the home, this should demonstrate consultation with young people and positive outcomes for identified areas of need.
4. To prepare for and to implement any requirements and recommendations following any inspection to the children's home.
5. To support, participate and facilitate robust monitoring systems within the home including regulation 45 visits, regulation 46 reports, monthly monitoring systems and regular file audits in line with the department's quality assurance framework.
6. Plan and monitor the team's performance using management information systems data and reports and through regular direct observation of team members, social work and partnership practice.
7. Participate in case file and supervision auditing activity across the service (and with partners) in accordance with the Quality Assurance and Performance Management Framework, to ensure the highest possible standard of safeguarding.
8. Actively participate in monthly Performance Clinics, being challenged on performance across the service, and providing challenge and support to others.

Secondary Duties

1. To participate in councils programme of in-service training as a trainee and when required and appropriate to the role as a facilitator for staff development across the department.
2. To undertake such duties and responsibilities of an equivalent nature as may be determined from time to time by the Regulated Services Manager and head of Service (or nominated representative) in consultation with the post holder (and if she/he wishes with his/her trade union representative).

Job Description prepared by Ian Godfrey Date January 2020

ROCHDALE BOROUGH COUNCIL PERSON SPECIFICATION			
Service	Children's Services	Post	Unit Manager Children Residential
Section	Children's Social Care	Post No:	CSCLTCRRR001/CSCLTCRML001
Job Ref:		Grade	9

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.

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
	Qualifications and Experience		
1	Do you have a Diploma 5 in Management or equivalent?	D	AF and check at interview if applicable
2	Are you willing to participate in Diploma 5 and complete within agreed timescale upon commencing post?	E	AF and I
3	Do you have at least 5 years of residential child care work (including working with families)?	E	AF and I
4	Do you have at least 2 years management experience within residential child care/social care setting?	E	AF and I
5	What experience of supervising staff do you have?	E	AF and I
6	What is your experience of staff recruitment and selection?	E	AF and I
7	What is your experience of applying anti discriminatory practices in the work place?	E	AF and I
8	What is your experience of working within a multi-agency framework?	E	AF and I
	Skills and Knowledge		
9	What ability to communicate effectively and appropriately both verbally and in writing with senior representatives and regulatory bodies do you have?	E	AF and I and A
10	Please give details of your budget management including	E	AF and I

	monitoring and recording		
11	What ability to work with children and young people and establish positive relationships with them, their families and professionals involved in the delivery of their care do you have?	E	AF and I
12	How would you promote positive behaviours and work with young people to support them to establish positive relationships?	E	AF and I
13	What ability to recognise and manage stress together with an understanding of the measures that may be taken to minimise the potential stress factors involved in delivering residential care to young people do you have?	E	AF and I
14	How would you lead on the development of the home and child care practice to ensure that it is up to date with statutory frameworks and appropriate national standards?	E	AF and I and A
15	What is your understanding of the regulatory framework that underpins residential care and the wider care planning, placement and review of young people who are looked after?	E	AF and I and A
16	What is your understanding of safeguarding, safe care and child protection?	E	AF and I and A
17	What ability to promote the health, safety, wellbeing and education of young people looked after do you have?	E	AF and I
18	Please demonstrate your proven track record of continued professional development	E	AF
19	How would you lead and motivate a staff team?	E	AF and I
20	What ability to chair meetings and take minutes do you have?	E	AF and I
21	What ability and desire to promote the rights and voice of children who are looked after do you have?	E	AF and I and A
22	How would you provide positive challenge to the team and to other professionals and agencies on behalf of children and young people and in line with the council's policies and procedures?	E	AF and I and A
	Special Working Conditions		
23	Are you prepared to be available to receive telephone calls in an emergency (not on call)?	E	AF and I
24	Are you willing to work hours on a shift rota basis if required to meet the business needs of the service?	E	AF and I

25	Are you willing to sleep in if required?	E	AF and I
	Values and Behaviours		
26	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversity of the Borough • Pioneering and Open in our approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF and I