

Registered Manager

Papdale Halls of Residence

At a glance:

Grade: I/J

Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable
- Standby/On call Allowance
- Sleep In Allowance

Job Purpose:

Undertake the role of Registered Manager with the Care Inspectorate for Papdale Halls of Residence and manage the day-to-day operation of the registered service providing school care accommodation for children from the north and south isles while they complete a secondary school education.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Deputise for the Service Manager (Housing, Homelessness and Schoolcare Accommodation) on all strategic and operational matters relating to Papdale Halls of Residence.

Take overall responsibility for management of Papdale Halls of Residence, including health, safety, security, safeguarding and responding to abuse or bullying concerns.

Support service appraisal, inspections and audits to ensure compliance with Care Inspectorate Standards, National Care Standards and other recognised frameworks.

Develop, review and implement policies, procedures, plans and information materials.

Ensure effective consultation with services users and families in line with legislation and best practice.

Prepare and present reports to elected members, senior officers and committees or working groups, where required.

Represent the service at local and national multi-agency meetings and forums.

Support procurement processes and capital projects relating to service improvement.

Ensure compliance with legislation, Council policy, Care Standards and the Scottish Social Services Council (SSSC) Code of Practice, maintaining personal professional development and registration.

Ensure Papdale Halls of Residence's section of the Council's website is up to date and relevant.

Manage data collection and information governance, ensuring confidentiality and data protection.

Act as the Local Authority Sex Offender Link Officer under the Multi-Agency Public Protection Arrangements (MAPPA).

Manage staffing, recruitment, cover arrangements and workforce development and training. This includes providing effective direction and line management of a range of full-time, part-time and relief staff.

Liaise with parents, schools, health professionals, child protection services and partner agencies to achieve positive outcomes.

Generate income through letting of the premises outwith term-time.

Be the delegated budget holder for Papdale Halls of Residence and be responsible for authorising orders and invoices, monitoring expenditure and contributing to medium/long-term financial planning to meet service needs.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

For appointment at/progression to Grade J:

Hold the relevant practice and management qualifications to meet registration requirements of the Scottish Social Services Council (SSSC).

Practice Qualification - SVQ (SCQF9) Social Services (Children and Young People).

Management Qualification - Any award in management that is certified at/above SCQF level 8 (minimum 60 credits) and mapped against Occupational Standards - Leadership and Management for Care Services SCQF 10.

For appointment at Grade I:

Appointment at this grade will be for applicants that do not currently hold both the practice and management qualifications to meet SSSC registration requirements.

Either the practice or management qualification must be held for appointment at Grade I, with a commitment to achieve outstanding qualification within a 3-year period following appointment.

Registration with the Scottish Social Services Council (SSSC).

Current experience of working at a supervisory / managerial level within school care accommodation services / children's services for a minimum of 3 years.

Experience of working in a relevant position with vulnerable service users.

Experience of staff management and supervision, including performance appraisal.

Experience of budget management.

Experience of joint working.

Ability to demonstrate knowledge of relevant legislation, policies and procedures (including National Care Standards), health and safety requirements, and risk assessment and management.

Experience of working in an environment subject to external scrutiny.

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the service.

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Term Time Post:	No