JOB DESCRIPTION – DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Independent Living and Equipment Manager	Post Ref.:	
Section:	Community Care	Grade:	10
Responsible to:	Service Manager		
Responsible for:	Depute Manager		
	Manual Handling Coordinator		
	Practical Assistants		
	Equipment Cleaners		
	Store Persons		

JOB PURPOSE

To provide professional leadership as first line manager with day-to-day operational management responsibility for a team or teams of staff delivering an integrated Dundee and Angus Equipment Loan Service and Store whilst ensuring that high standards of practice parameters, service provision, performance, health and safety requirements and budget are maintained.

In addition to this, the postholder will have responsibility for the management and ongoing development of Dundee Independent Living Services (which incorporates Dundee Independent Living Centre, Dundee SMARTFlat, DILCEC Admin Team, Dundee Blue Badge Service, Dundee Manual Handling Coordination Service) and Technology Enabled Care in Dundee.

The postholder will be required to undertake facility management responsibility (which includes ensuring health & safety requirements are adhered to) for Dundee Independent Living Centre and the integrated Dundee and Angus Equipment Loan Service and Store.

PRINCIPAL WORKING CONTACTS

Service Manager
Occupational Therapists and other Social Work Staff
Service Users
Carers
NHS Tayside Staff
Members of Public
Equipment Providers
Health & Safety Team

MAIN DUTIES

To manage, supervise and support team members, and through them, ensure that safe, high quality, accessible, effective and outcome focused services are provided and within the agreed parameters of the department's service plan, priorities and resources.

Ensure that jointly agreed Dundee and Angus Health and Social Care Partnerships service objectives are incorporated into the aims and priorities of the services team plan, and take responsibility for the formulation, implementation and review of that plan.

Take responsibility for the management of requests and the allocation of workload in terms of agreed operational priorities and actively manage new requests as against existing workload.

Be responsible for the supervision and development of employees within the services and enable the professional development of all staff through the use of induction, regular supervision and employee development review - ensuring a professionally competent and well trained team.

Chair and/or participate in reviews and other internal and interagency meeting as set out in operating procedures or to meet service requirements.

Manage the budget and monitor expenditure within agreed levels. Report budget performance regularly to the Service Manager, and monitor the costs of individual equipment, technology and blue badge provision.

Organise and manage contractual arrangements with equipment, independent living and technology providers including agreeing cost of equipment/ technology and assisting in the monitoring of contracts/service level agreements, by acting as Liaison Officer.

Lead development and ongoing implementation of operating procedures which ensure safe and effective service delivery in relation to functioning of the services.

Lead development and ongoing implementation of user and carer involvement and engagement in the ongoing development and design of the equipment loan, independent living and technology enabled care services.

Lead development of equipment loan and independent living services using research findings about best practice, user and carer views and outcomes from improvement activity and review of performance.

Provision of training on ELMS and Equipment Loan and Independent Living Services to a multi-disciplinary group.

Produce regular performance reports on performance of each service and use outcomes of the reports to inform continuous improvement of the service.

Organise a programme of testing to ensure that equipment in the store, independent living centres and community is safe, legal and maintained in accordance with departmental policy and operational instructions.

Monitor and evaluate service delivery by implementing effective quality assurance and audit frameworks, and in particular undertake regular audits and health & safety reviews to ensure high quality recording, standards of service, legislative and procedural requirements and facility management are maintained.

Ensure an immediate response by invoking Departmental Operating Procedures in relation to the protection of children and vulnerable adults and participate in any required meetings, discussions or case conferences.

Be actively involved in the development of partnership working arrangements with health, other council departments, voluntary and private sector providers and service users and carers.

Take a lead role in working groups where necessary in support of strategic development and contribute/participate when necessary to the relevant strategic planning groups.

Implement the council's personnel policies and procedures in respect of absence management, recruitment, disciplinary, health and safety and relevant corporate and departmental complaints procedures.

Comply with the requirements of the Scottish Social Services Council codes of practice.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Independent Living and Equipment Services Manager

DIVISION/DEPARTMENT SECTION: Dundee Health and Social Care

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	SVQ4/Degree or equivalent in a relevant subject area e.g. Management or Diploma in Occupational Therapy or Nursing or Social Work Managing Safely – IOSH or an ability to achieve this	Infection Control COSHH Risk Assessment	Application
RELEVANT WORK/OTHER EXPERIENCE	Leadership and management experience Experience of working in health and/ or social work service Experience of equipment loan and independent living services Experience of multi-disciplinary working Experience of asset and facilities management Experience of budget management Experience of service development	Experience of contract Management and development	Application Interview
PARTICULAR SKILLS/ABILITIES	Working knowledge of using relevant health & safety, legislation, policy and good practice guidance Ability to work to professional standards and within local policies and procedures Ability to develop and	Ability to manage change effectively Ability to work under pressure and meet deadlines Ability to contribute to the development of strategies or plans	Application References Interview

	implement operating procedures Ability to develop and implement user and carer engagement in development of the service Ability to deliver training on ELMS to a multi-disciplinary and multi-agency group Ability to work with partner agencies to achieve best practice in independent living and using equipment and technology Ability to identify and promote new technologies, equipment and practice that will support independent living Good communication skills including the use of functional information systems	Ability to operate and manage ELMS	
PERSONAL QUALITIES	Able to build trusting relationships with service users, colleagues and other professional staff Able to work on own initiative Team Player and ability to work as part of a multi -disciplinary team Commitment to ongoing effective staff support and development	IT/PC competence	Application References Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to travel efficiently in the course of duties Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update	Full, current driving licence	References Interview