ORKNEY ISLANDS COUNCIL

Registered Manager

St Rognvald's House, Smiddybrae House or Hamnavoe house

At a glance:

Grade: J
Salary: As per advert

Allowances:

- Distant Islands Allowance
- Standby/On call Allowance

Job Purpose:

Your work will include managing and leading the day-to-day operations of services provided by Older People's Services, providing clear leadership and ensuring that the services are delivered effectively and efficiently and that in doing so an ethos of re-ablement is promoted.

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

Be the Registered Manager of a unit and be responsible for the operational development of the service(s).
Maintain a high-quality service which meets the requirements of the Regulations of Care (Scotland) Act 2001.
Ensure that practice complies with Orkney Health and Care Policy, Standards and Procedures and the requirements of the SSSC Codes of Practice.
Support the provision and delivery of services to individuals and their family carers to ensure that assessed outcomes are achieved and individual needs are met.
Promote a culture which respects the service user's independence; privacy; choice and rights to take calculated risks.
Ensure recognised principles of good practice are adhered to at all times within Older People's Services, and that the service delivered is underpinned by a Reablement approach.
Liaise with and work in co-operation with other agencies to co-ordinate individual health, social care and social support.
Work with other registered managers as appropriate, to ensure consistency of practice and development across the services to support better outcomes for service users.
Compliance with requirements for registered manager role under Adults with Incapacity (Scotland) Act 2000.
Manage and lead a staff team(s) to achieve the required operational service changes which meet the aims and objectives the services and local and national agendas.
Promote inter agency working by developing and maintaining appropriate links with the wider community and relevant professionals within the integrated teams.
Ensure that reports and information requested are submitted accurately and on time.
Manage and monitor the service revenue budget.
Adhere to the Code of Practice for Social Service Employers and Workers participating in training and activities contributing to personal professional development and as a trainer as required.
Requirement to participate on the Registered Manager's on call rota to provide out of hours emergency support across the 3 residential homes.
The postholder will be required to use a range of computer packages, including Microsoft Office, PARIS, StaffPlan roster and Care Commission on-line filing systems.

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

SVQ 4 in Health and Social Care or Registered Professional Nursing, Allied Health Professional or Social work qualification (CQSW, DipSW, Degree SW or equivalent) and an SVQ4 in Management or other management qualification to meet SSSC qualifications criteria. or Having a minimum of 5 years previous relevant experience, as detailed below. and The requirement to achieve the two required qualifications within 3 years.
Hold Registration with the Scottish Social Services Council as a Manager in a Care Home Service for Adults, or achieve within 3 months of taking up post.
Experience of working at a supervisory or managerial level within a Social Care Setting e.g. care at home, residential care or similar.
Experience of developing, delivering and co-ordinating care services.
Experience of working with vulnerable service users.
Experience of leadership and management of a team.
Ability to demonstrate knowledge of relevant legislation, policies & procedures, including national care standards.
Experience of assessment, care planning and reviewing
Ability to demonstrate a commitment to person centred approaches.

Requirements of the Role

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