Registered Manager

Children's Residential Services

At a glance:

Grade: I / J
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:

Managing and organising the full day to day operation of Orkney's Children's Residential Service, providing residential care to Looked After and Accommodated Children and Young People and outreach support to children and their families in the community.

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

Agree, deliver and co-ordinate packages of care and work in partnership with individual children and their families, service providers, and agencies.
Ensure that Social Pedagogic principles are embedded in the culture and ethos of the residential service.
Monitor and review packages of care.
Management of change and guiding staff through change of culture/ethos to support national and local agendas.
Ensure that all practice with children and their families is based on the principles enshrined in the Children (Scotland) Act 1995 and on the principles outlined in the United Nations Convention on the Rights of the Child.
Ensure that practice complies with departmental policy, standards and procedure, Care Standards, and the SSSC Code of Practice.
Prepare relevant reports for Courts, the Reporter to the Children's Panel and other agencies as required.
Deputise for and keep the Team Manager advised on all aspects of services.
Attend and chair meetings and reviews as required.
Ensure the quality of the fabric of the Children's Residential Service and that it complies with Health & Safety requirements.
Maintaining your own professional development portfolio in order to comply with Scottish Social Service Council Registration.
Preparing for and taking part in Care Inspectorate inspections and other inspections as required.
Recruitment and induction of staff to maintain staffing levels and skills to meet needs of the children and young people.
Will be required to deal with members of the public, service users, external agencies, and members of integrated teams internal / external to the service.
Line management of supervisory staff including responsibility for applying the Council's HR policies, procedures, and practice.

Authorising orders and invoices from an agreed budget. Contributing to setting budgets and medium/long term financial planning to meet service needs. Auditing petty cash and overseeing monies, allowances, and other financial practice in the service.
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Working with people with challenging behaviour and children.
Use a range of computer packages, including Microsoft Office, PARIS and Care Inspectorate 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

For appointment at Grade I

Practice Qualification

SVQ Social Services (Children & Young People) at SCQF Level 9 or other relevant practice qualification required for registration as a Registered Manager in a residential childcare service.

And the requirement to achieve the management qualification to meet SSSC qualifications criteria within a 3-year initial registration period.

For appointment at/progression to grade J

Practice Qualification

SVQ Social Services (Children & Young People) at SCQF Level 9 or other relevant practice qualification required for registration as a Registered Manager in a residential childcare service.

AND

Management Qualification

SVQ 4 Care Services Leadership and Management at SCQF Level 10 or other relevant management qualifications for registration as a Registered Manager residential childcare service.

Hold or achieve registration as a manager in a residential childcare service within 3 months of starting in the post.
Experience of working in a residential children’s setting.
Previous management experience.
Experience of professional supervision of staff.
Experience of dealing with children’s emotional /behavioural problems.
Knowledge of Scottish Childcare legislation including Children’s Hearing System.
Knowledge of relevant National Care standards.
Knowledge of child development.
Relevant knowledge and experience of Child protection.
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 and Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Term Time Post:	No