**Person Specification**

**JOB TITLE: Registered Manager**

**REPORTS TO:** **Chief Officer**

**HOURS: 37 hours per week**

**SALARY:** **Scale F**

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| E = Essential D = Desirable |  |  |
| **Skills and Abilities** | **E** | **D** |
| Excellent attention to detail in all aspects of work | ü |  |
| Good ICT skills including use of Microsoft 365, Word and Excel. Ability to use and develop tables and spreadsheets, and create IT solutions for improved record keeping | ü |  |
| Good general standard of education including literacy and numeracy | ü |  |
| Ability to plan and organise workloads effectively so that service users receive the service they expect | ü |  |
| Ability to problem solve and a creative thinker | ü |  |
| Ability to take part in an on-call out of hours service | ü |  |

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| **Experience** | **E** | **D** |
| Over three years’ experience of working in social care | ü |  |
| At least 12 months experience of working in social care management (eg Senior/Lead Support Worker or Care Manager | ü |  |
| Understanding of on-call systems of work and their role in the provision of a service |  | ü |
| Knowledge of recognising abuse and understanding of safeguarding procedures | ü |  |
| Knowledge of Health and Safety systems including risk assessment of social care activities | ü |  |
| An understanding of Equality and Diversity with a commitment to non-discriminatory practice | ü |  |

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| **Qualification** | **E** | **D** |
| Level 3 qualification in Health and Social Care | ü |  |
| Level 5 qualification in Leadership and Management or equivalent, or willing to work working towards this. | ü |  |
| Full manual UK drivers’ licence  | ü |  |

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| **Sector Knowledge** | **E** | **D** |
| Understanding of the role of Care Quality Commission in regulating services, the Essential Standards and KLOEs for Domiciliary Care, awareness of the new CQC assessment framework. | ü |  |
| Clear understanding of the role of the Registered Manager and their regulatory responsibilities. | ü |  |
| Understanding of the needs of adults who have a Learning Disability and/or Autism and/or mental health support needs living independent lives in the community. | ü |  |
| Understanding of the principles of high-quality person centre care and support, and the rights of service users. | ü |  |

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| **Personal Qualities** | **E** | **D** |
| Confident and caring, with high personal standards including honesty and integrity | ü |  |
| Organised, with effective time management skills | ü |  |
| Good team working skills and the ability to work under pressure at times | ü |  |
| Ability to manage own workload with the support of the senior management team | ü |  |
| Good communication and interpersonal skills and the ability to relate to service users, staff, families, and professionals at all levels | ü |  |
| Committed to working positively and creatively to meet the needs and aspirations of current and future service users. | ü |  |