Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Assistant Unit Manager | | | **Director/Service** People Group | | **Office Use** |
| **Band:** 7 | | | **Sector** Children’s Residential Services | | JE ref: 122  HRMS ref: |
| **Responsible to:** Home Manager | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose: In a variety of care settings:**  Assist the Homes Manager to manage and develop the service’s resources in accordance with corporate objectives, service principles and national minimum standards, in order to provide a healthy, stimulating and safe environment for young people and staff. | | | | | |
| **Resources** | Staff | Assist in the management of a care team of staff.. | | | |
| Finance | | None | | | |
| Physical | | Shared responsibility for the site (through delegation), careful use of equipment and ordering or stock control. | | | |
| Clients | | Shared responsibility for Young People and their belongings | | | |
| **Duties and key result areas:**  1. Assist the Home Manager to develop and bring into effect local service delivery plans that reflect corporate objectives, policies and procedures within the framework of delegated budgets and national minimum standards.  2. Undertake specific management functions, including budgetary control or development projects as delegated by the Unit Manager.  3. Develop and promote high standards of professional practice through personal performance, delegating work appropriately, providing clear guidance and motivating staff to achieve service objectives and quality standards.  4. Supervise and attend to the needs of young people, maintaining a safe, hygienic and supportive environment in line with the culture, standards and objectives of the service.  5. Plan, implement and review care plans that are effective in meeting the needs of the individual young person.  6. Oversee, resources and deliver initiatives designed to help young people develop their skills and strategies to manage their lives into adulthood.  7. Manage the medications procedures and administer medication in accordance with medical advice and service procedures.  8. Maintain and manage appropriate written records in accordance with procedures including the preparation of professional and management reports. 9. Participate in inter-disciplinary work and represent the service in an official capacity at meetings both within and outside the authority. 10.Conduct staff appraisals, allocate individual work objectives to reflect the service plan, identify training and development needs.  11. Assist in workforce planning including the recruitment, selection, development and retention of staff with the skills needed to deliver the agreed service plan.  12. Assist in the delivery of in house training in accordance with National Minimum standards  13. Conduct individual supervision sessions with nominated staff observing professional best practice.  14. Assist to ensure agreed systems and procedures are in place to allow support for out of office hours working.  15. Deal with contingencies and emergencies in accordance with established guidelines in the absence of the manager.  16. Be aware of and comply with relevant legislation, County Council policies, procedures and codes of conduct  17. Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in.  18. Commitment to identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are safe.  19. Other duties appropriate to the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | Physically able to undertake the demands of the job, including the ability to undertake Control and Aggression, Limitation and Management methods and techniques. To maintain fitness levels to undertake re -verification of this training on an annual basis.  Required to use service vehicles to transport young people.  Rota covering 7 days and night shifts  Will vary according to the dependency levels of young people. | | | |

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**PERSON SPECIFICATION**

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| **POST: Assistant Unit Manager** | **SERVICE:** | **Ref:** 122 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| A good general education demonstrating literacy and numeracy  NVQ Level 3 in Care.  Understands current legal framework, policies and practice relating to service users  Understands the principles of resource management and budgetary control  Technical and/or specialist knowledge relevant to the client group. | Relevant professional qualification eg NVQ Level 4, BTEC HNC in Managing Social Care,CQSW, CSS. | |  |
| **Experience** | | | |
| Recent experience of care work with a relevant client group.  Experience of team working.  Experience of motivating and directing others.  Link working and care planning. | Experience of work in a relevant setting.  Experience of managing resources and budgets.  Experience of conducting staff supervision or appraisal. | |  |
| **Skills and competencies** | | | |
| Adept at planning and prioritising resources, including own time  Able to use word processing, e-mail and internet software on a PC  Able to write clear instructions, case notes and detailed logical reports.  Able to read and quickly gain understanding from detailed and complex documents.  Listens, consults others and communicates clearly.  Manages confidently and effectively in stressful situations.  Follows policies and procedures whilst keeping to schedules. | Familiarity with supervision and appraisal systems.  Budgetary and resource management skills. | |  |
| **Physical, mental and emotional demands** | | | |
| Physically able to undertake the demands of the job, including the ability to undertake Control and Aggression, Limitation and Management methods and techniques. To maintain fitness levels to undertake re -verification of this training on an annual basis.  Maintain an awareness of surroundings and young people with some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.  Dealing with young people whose behaviour may challenge the service |  | |  |
| **Motivation** | | | |
| Committed to the ethics of quality person centred care and the GSCC code of conduct.  Adapts to change by adopting a flexible and cooperative attitude.  Works collaboratively to achieve team spirit and meet young people needs.  Demonstrates integrity and upholds values and principles.  Promotes equal opportunities, diversity and anti-oppressive practice in all aspects of work. |  | |  |

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| **Other** | | |
| Able to work shift rotas, including weekends and night shifts which might change at short notice  Able to provide management cover out of hours  Able to meet the transport requirements of the post | Driver/car owner |  |

***Key to assessment methods; (a) application form, (c) certificates, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits***