

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Regional Manager
<b>ACCOUNTABLE TO:</b>	Head of Support & Inclusion
<b>RESPONSIBLE FOR:</b>	Supported Living Manager

### **KEY PURPOSE OF ROLE:**

Provide leadership and direction to the regional management team whilst undertaking the role of Registered Manager within your region. Be accountable for the ongoing management, development, and improvement of services for Nottinghamshire services, ensuring high quality individualised support is delivered.

Developing positive and proactive relationships with the local commissioners, other support providers, people supported by Perthyn and their representatives. Work as part of the Management Team in developing and deliver the operational plans for your region in line with Perthyn's aims and objectives. Support and manage change positively within the region to ensure ongoing development of the services Perthyn provided.

### **RESPONSIBILITIES:**

- To ensure effective leadership, promoting a culture of transparency and continuous improvement at all times.
- To effectively manage the performance of both teams and individuals, directly managing and supervising Supported Living Managers in line with organisational Supervision and Appraisal Policies.
- To ensure that all operational staff within the region receive direction and support in line with organisational policies.
- To ensure the training and development of all staff within the region, to meet regulatory and contractual requirements.
- To positively manage and promote change.
- To manage support so that the people supported by Perthyn in the region are enabled to fulfil their maximum potential and pursue their personal aspirations.
- To ensure that effective personal planning processes are in place for the people that we support in the region, maximising positive outcomes.
- To ensure that the interests of the people we support are promoted at all times, maximising opportunities for social integration and individual potential.
- To develop, maintain and evaluate systems and structures to promote the rights, responsibilities and diversity of individuals.
- To work in partnership with all departments to ensure Perthyn's aims and objectives are achieved

- To promote and operate within a culture of continuous improvement; including the monitoring of services provided and action planning to make improvements as required.
- Work collaboratively with the recruitment department to ensure we recruit a skilled and effective workforce that meets the requirements of the people supported and all regulatory and legislative standards.
- To manage and monitor regional and individual operational budgets effectively, ensuring a cost-effective approach to service delivery at all times; prioritising and targeting resources where necessary ensuring robust financial management.
- To use your knowledge and experience of working with people with varied support needs, to improve services for the people we support and develop staff across the region.
- To maintain existing and develop new working relationships, both internal and external to the organisation.
- Developing effective partnership working with Local Authority commissioners and health professionals, demonstrating a truly collaborative approach.
- To plan and facilitate regional meetings in line with organisational requirements.
- Ensuring all decision making with the people supported is in line with the Mental Capacity Act.
- To respond effectively to commissioners' audits & regulatory inspections by CQC/CIW and ensure appropriate action is taken as required.
- To promote a positive health and safety culture within the region, ensure the health, safety and welfare of all staff within the region, in accordance with Perthyn policy.
- To carry out duties commensurate to the role in relation to disciplinary investigations, staff grievances and sickness and absence management processes.
- To undertake the role of Registered Manager understanding the legal accountabilities in relation to training, recruitment, staff management, service delivery, quality assurance and safeguarding for the region.
- To ensure that all services delivered meet both contractual and regulatory obligations and requirements.
- Any other duties, commensurate with the grade and responsibilities of the role, as designated by the Head of Support & Inclusion (England).

**In addition to the above criteria and personal specification, the post holder will be expected to demonstrate their skills in relation to the following core management competencies in line with the requirements of the post:**

- Giving purpose and direction (creating and communicating a vision of the future)
- Making a personal impact (leading by example)

- Thinking strategically (harnessing ideas and opportunities to achieve goals)
- Getting the best from people (motivating and developing people to achieve high performance)
- Learning and improving (drawing on experience and new ideas to improve results)
- Focussing on delivery (achieving a value for money and results)

## PERSON SPECIFICATION

	<b>Essential Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of managing services within social care, to include support of people with a Learning Disability</li> <li>• Experience of working positively within multi-disciplinary teams</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education</li> <li>• Relevant management and/or professional qualification i.e. Level 5 diploma in leadership in health and social care or equivalent.</li> </ul>
<b>Competencies and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to promote organisational excellence</li> <li>• Ability to work in line with local commissioning policy</li> <li>• Clear thinking and ability to problem solve under pressure</li> <li>• Ability to manage geographically dispersed managers and teams</li> <li>• Ability to plan and organise own workload appropriately and effectively</li> <li>• Ability to manage and motivate teams and individuals, to achieve the highest possible level of performance</li> <li>• Ability to coach, support and appraise managers effectively</li> <li>• Ability to demonstrate a sound value base, reflecting the ethos and culture of the organisation.</li> <li>• Self-motivated and energetic in approach</li> <li>• Ability to problem solve and develop innovative approaches to support delivery</li> <li>• Effective written and verbal communication skills delivered with clarity and impact</li> <li>• Ability to network effectively and to develop pro-active working relationships</li> <li>• Ability to manage resources effectively within agreed budgets</li> <li>• Leads by example, promoting the highest standard of performance at all times</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working with people with varied support needs</li> <li>• Knowledge of relevant legislative and regulatory standards</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to participate in “on call” system outside of normal office hours</li> <li>• Ability to travel extensively and regularly across the region and across the organisation as required.</li> </ul>