**Value Based**

**Job Description & Person Specification**

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| **Job Title:** | Registered Manager |
| **Reports To:** | The Registered Provider |
| **Job Overview:** | * Develop and maintain effective working relationships with the line manager for the service.
* Liaise with the provider, ensuring all necessary reports are sent timeously.
* Create and uphold an open, positive and inclusive management culture
* Develop and communicate strategic plans for the service
* Oversee the implementation of the service’s policies and procedures
* Evaluation of the service’s goals and quality objectives

**Note:** *In addition to these functions, employees are to carry out such duties as may reasonably be required.* |
| **Location:** | The service’s premises, but you may be required to work from other locations at the discretion of the company and with appropriate notice. |
| **Working Hours:** | 5 days over 7-day period,  |

**Responsibilities & Duties of the Job**

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| **Role-Specific** **Duties**  | The Registered Managers responsibilities include but are not limited to the following:* To provide leadership to the administration, care and nursing, catering, housekeeping, laundry, maintenance and people management functions of the service
* To carry out, and provide leadership in marketing the service, and selling its services at the agreed prices
* To maintain the operations of the service at the standard agreed with the Registered Provider, within the financial budget or other parameters set by the Provider
* Be responsible for promoting & safeguarding the welfare of those individuals they support
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| **Working****With Others:** | * Recruitment of staff
* Induct new starters in accordance with company policy
* Lead, motivate and direct staff
* Conduct staff supervision and annual staff appraisals for all heads of department
* Develop staff to their full potential, ensuring succession planning for the service
* Ensure multidisciplinary team working is embedded in the service
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| **Other Duties:** | Other duties and responsibilities to be undertaken may include any (or all) of the items in the following list:* Seek opportunities for personal and professional growth
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| **Personal & Professional Development:** | * Have a knowledge of, and work within, the CQC Fundamental Standards.
* Understand the regulatory framework that governs the service, including the role of the CQC and its requirements.
* Commit to achieving the relevant qualifications needed to fulfil the role.
* Attend statutory training and any other training as directed by management.
* Understand and follow all policies and procedures relevant to the role.
* Be open to learning opportunities
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**Person Specification**

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| **Specific Requirement for Qualifications** | **Essential** | **Desirable** |
| Good Level of English; Written & Verbal |  |  |
| Management Qualification;* Level 5 Diploma in Leadership for Health & Social Care
* Registered Managers Award (RMA)
* Vocational qualification Level 4 in Health & Social Care
* Vocational qualification Level 4 in Leadership & Management for Care Services.
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| **Specific Requirement for Skills** | **Essential** | **Desirable** |
| **Proficient Written Skills:**  |
| Ensure accurate and legible records are kept |  |  |
| Ensure compliance with both statutory and the service’s requirements for all reportable areas within the service provision |  |  |
| **Budgetary Skills:** |  |  |
| Measure weekly expenditure to ensure budget is maintained |  |  |
| Ensure all equipment is purchased within budgetary constraints |  |  |
| Understand how to read and produce the Provider’s budget plans |  |  |
| **Communication Skills:** |  |  |
| Regularly seek feedback from all stakeholders and plan changes according to feedback |  |  |
| Plan and attend regular meetings with all stakeholders to keep abreast of views and expectations |  |  |
| Knowledge of various communicative methods to reach all stakeholders |  |  |
| **Disposition/Personal Attributes:** |
| Empathy, understanding & non-judgemental attitude |  |  |
| Professionalism, Reliability & Honesty |  |  |
| Excellent Leadership Skills  |  |  |

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| **Specific Requirement for Previous Experience**  | **Essential** | **Desirable** |
| Previous experience of working in a similar environment |  |  |
| Knowledge of leading a team & working within a multidisciplinary team.  |  |  |
| Previous experience of working as a Service Manager |  |  |
| Experience of working with service users who have additional support needs. |  |  |
| Managing Budgets  |  |  |
| Managerial / Supervisory experience  |  |  |

**Vestacare (UK) Limited**

**Company Values**

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| **Area** | **Specific Requirement** |
| **Dedication:** | * Providing the highest level of support/care to service users
* Following legalisation, regulations & company policies
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| **Support:** | * In accordance with individual person-centred care plans
* Commitment to safe work practices & care delivery
 |
| **Loyalty:** | * Ensuring commitment to the expectations outlined within your job role
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| **Respect:** | * Be kind and courteous, lend a helping hand or ear and practice compassion.
* Listen to others and respect differences in beliefs and opinions.
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| **Trust:** | * Always doing the right thing, even if no one is watching
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**Code of Conduct**

*Requirement for ALL Healthcare & Adult Social Care Workers*

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| * Be accountable by making sure you can answer for your actions or omissions.
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| * Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.
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| * Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
 |
| * Communicate in an open, and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
 |
| * Respect a person’s right to confidentiality
 |
| * Strive to improve the quality of healthcare, care and support through continuing professional development.
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| * Uphold and promote equality, diversity and inclusion
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**Values-Based Personal Qualities**

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| **Area** | **Specific Requirement** |
| **Working Together** | * Involve service users, families, external agencies and colleagues
* Speak up when things go wrong
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| **Respect and Dignity** | * Understand person-centred care and can demonstrate treating people as individuals and respecting choices
* Promoting independence and encouraging appropriate risk taking
 |
| **Everybody Counts** | * Ensuring no one is discriminated against or excluded
* Understand human rights and impact on care delivery
* Facilitating people to ‘speak up’ about concerns and acting upon them
 |
| **Commitment to Quality of Care** | * Striving for quality in everything we do recognising and understanding what quality in care means for people using the services
* Being accepting about criticism and focusing on improvement
* Being open to new opportunities for learning and identifying the limits of skills and knowledge
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| **Compassion** | * Treating people with kindness
* Understanding the importance of empathy in all areas of employment
* Understanding the values of others and always providing a caring service
 |
| **Improving Lives** | * Focus on how things could be done better and sharing ideas
* Understanding of wellbeing and what is important to people using the service
* Improving outcomes for people
* Ensuring appropriate services are provided for people using the services
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Vestacare (UK) Ltd operate to a “Safer Recruitment” approach strategy, therefore successful applicants will be subject to satisfactory Enhanced DBS & Reference checks.