

Deputy Manager (Adult Services) Person Specification

**Job Title:** DEPUTY MANAGER (ADULT SERVICES)

**Job Vacancy No:**

**Service:** Copperclay Mews

**Essential    Desirable**

**Knowledge**

- |   |   |   |
|---|---|---|
| <b>1 Knowledge and understanding of what constitutes good care management practice and meeting the individual needs of adults with severe learning disabilities, who may have autism spectrum disorder, complex needs who may at times challenge the service.</b> | ✓ |   |
| <b>2 Knowledge and understanding of what constitutes good leadership &amp; management practice including support and supervision of employees, employment policy and legislation, and anti-discriminatory practice.</b>   | ✓ |   |
| <b>3 Knowledge and understanding of the Equality Act 2010 in employment of staff, in delivering services to people, and during interaction with others such as family carers, visiting professionals and members of the public.</b>                               | ✓ |   |
| <b>4 Knowledge and understanding of the standards and regulations in relation to Adult Social Care, i.e. The Health and Social Care Act 2008 Registration Regulations and Fundamental Standards (CQC 2015) and the Regulated Activities Regulations 2014.</b>     | ✓ |   |
| <b>5 Knowledge and understanding of child/adult protection best practice and the procedures to follow in the event of an allegation of abuse.</b>   | ✓ |   |
| 6 Knowledge and understanding of child development, attachment, trauma and loss, and transition to adulthood.   |   | ✓ |
| <b>7 Knowledge and understanding of the principles of the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards 2010.</b>  | ✓ |   |
| <b>8 Knowledge and understanding of the Health and Safety at Work Act, its application in the workplace and care settings and the responsibilities of managers and staff.</b>   | ✓ |   |

	<u>Essential</u>	<u>Desirable</u>
<b><u>Skills and Abilities</u></b>		
<b>1 Ability to apply all knowledge and understanding as listed in the "Knowledge" section above.</b>	✓	
<b>2 Ability to communicate effectively with people using the service, the staff team and with partners such as family carers, funding authorities, health care professionals and management colleagues.</b>	✓	
<b>3 Ability to ensure the consistent use of Hesley Group's recognised methodology to person centred support, positive behaviour support and reducing the need for the use of restrictive interventions (training delivered when in post).</b>	✓	
<b>4 Ability to ensure Hesley Group policies, guidance and procedures are put into effect and provide assurance that these are being followed through effective management practice, e.g. monitoring, checking and auditing as required.</b>	✓	
<b>5 Ability to work to deadlines and prioritise accordingly.</b>	✓	
<b>6 Ability to coach and mentor staff in the service and on occasion to deliver planned training programmes.</b>	✓	
<b><u>Qualifications Required</u></b>		
1 Leadership for Health and Social Care and Children and Young People's Services - Level 5 registered or working towards.		✓
<b>2 Minimum NVQ level 3/Diploma Level 3 in Health and Social Care.</b>	✓	
<b>3 In the absence of any one qualification from 1, 4, 5 or 6 a MINIMUM of Level 2 Functional Skills in English and Maths (or GCSE A*-C English and Maths/GCSE Grade 4 or higher from 2018 OR The achievement of Level 2 Functional Skills Award by the end of the six-month probationary period for which support will be provided.</b>	✓	
4 ILM Level 4 Management Award (or equivalent).		✓
5 Degree or Masters in Social Work or Nursing.		✓
6 NVQ Level 4 Registered Manager Award.		✓

<b><u>Experience Required</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>1 Track record of effective leadership in a residential social care setting.</b>	✓	
<b>2 Significant and recent management experience in a relevant care setting.</b>	✓	
<b>3 Significant experience of working effectively with people who have Learning Disabilities.</b>	✓	
4 Experience of NVQ/Diploma assessment process.		✓
5 Experience of working with young people in transition to adult care.		✓
6 Experience of mentoring, delivering training and coaching.		✓
7 Experience of managing financial and human resources.		✓

Person Specification prepared by HR Department

Date: 11 February 2020