

PJ24 - Job Description - Registered Manager

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Registered Manager
Reports to:	Registered Provider
Job Overview: (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	<ul style="list-style-type: none"> 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 Inspiring Aspirations Plus Ltd T/A Inspiring Support Oversee the implementation of Inspiring Aspirations Plus Ltd T/A Inspiring Support policies and procedures Evaluation of Inspiring Aspirations Plus Ltd T/A Inspiring Support goals and quality objectives
Location:	Inspiring Aspirations Plus Ltd T/A Inspiring Support, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
Working Hours:	Monday to Friday, 8:30am to 5pm and any other hours which may be required.

Responsibilities and Duties of the Job

Role Specific Duties:	<ul style="list-style-type: none"> To provide leadership to the administration, care and nursing, catering, housekeeping, laundry, maintenance and people management functions of Inspiring Aspirations Plus Ltd T/A Inspiring Support To carry out, and provide leadership in marketing the service, and selling its services at the agreed prices To maintain the operations of Inspiring Aspirations Plus Ltd T/A Inspiring Support at the standard agreed with the Registered Provider, within the financial budget or other parameters set by the Provider Be responsible for promoting and safeguarding the welfare of those individuals they support
Working with Others:	<ul style="list-style-type: none"> Recruitment of staff Induct new starters in accordance with Inspiring Aspirations Plus Ltd T/A Inspiring Support policy Lead, motivate and direct staff Conduct staff supervision and annual staff appraisals for all heads of department Develop staff to full potential ensuring succession planning for Inspiring Aspirations Plus Ltd T/A Inspiring Support Ensure multidisciplinary team working is embedded in the service
Leading by Example:	<ul style="list-style-type: none"> Seek opportunities for personal and professional growth
Personal Responsibilities:	<ul style="list-style-type: none"> Take responsibility for your own professional development through performance and development reviews and undertake any relevant training

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Person Specification

Specific Requirement for Qualifications	Essential	Desirable
1 st Level Nursing Qualification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualifications in Management, e.g.		
<ul style="list-style-type: none"> Level 5 Diploma in Leadership for Health and Social Care (part of the QCF system), Registered Managers Award (RMA) RQF Diploma Level 4 in Leadership and Management for Care Services RQF Diploma Level 4 in Health and Social Care 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Skills	Essential	Desirable
Proficient Written Skills		
<ul style="list-style-type: none"> Ensure accurate and legible records are kept Ensure compliance with statutory and Inspiring Aspirations Plus Ltd T/A Inspiring Support requirements on all reportable areas within the service provision 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budgetary Skills		
<ul style="list-style-type: none"> Measure weekly expenditure to ensure budget is maintained Ensure all equipment is purchased within budgetary constraints Understand how to read and produce the providers budget plans 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communication Skills		
<ul style="list-style-type: none"> Regularly seek feedback from all stakeholders and plan changes according to feedback Plan and attend regular meetings with all stakeholder to keep abreast of views and expectations Knowledge of various communicative methods to reach all stakeholders 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in a similar environment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Knowledge of leading a team and working within a multidisciplinary team	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous experience of working as a service manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience of working with Service Users who have additional support needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Managing budgets	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working in a supervisory capacity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Value-Based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> Involve Service Users, family, external agencies & colleagues Speak up when things go wrong
Respect and Dignity	<ul style="list-style-type: none"> Understand person-centred care and can demonstrate treating people as individuals and respecting choices Promoting independence and encouraging appropriate risk taking
Everybody Counts	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Compassion	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

Key Lines of Enquiry Table

Key Line of Enquiry (KLOE)	Supporting
S5 - How well are people protected by the prevention and control of infection?	✓
W2 - Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?	✓