

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Children and Family Services / Children's Residential Services
POST:	Residential Manager - Children/Young People Looked After – Complex Intervention Provisions
GRADE OF POST:	GR13
RESPONSIBLE TO:	Responsible Individual – Children's Social Care

JOB PURPOSE:

To provide positive experiences and outcomes for children and young people, some of whom may be accommodated. Working with children, young people and their families to support them to achieve their identified care and support needs.

This includes managing two Residential provisions for children and young people looked after and in crisis, through the effective management of resources in accordance with statutory regulations and the Council's policies and procedures.

Work with the Deputy Manager and Behaviour Analyst to ensure each child / young person has a care and support plan and a behaviour management plan so that any challenging behaviour is consistently managed.

Support young people in their transition towards independence and life post 18.

Provide additional management cover across all of BCBC's children's residential homes when this service is dormant, where other Managers are not available due to annual leave/sickness absence/training.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Operational management for two of the Local Authority's Residential Homes for children and young people looked after and in crisis and resources to include staff, budgets and accommodation following agreed policies and procedures.
- Managing staff and undertaking supervision and appraisals in accordance with policy. Managing poor performance within the Human Resources policy and procedural framework.

- Contributing to strategic/management meetings and effective multi-disciplinary and multi-agency working including the development of the service for which they are responsible.
- Making decisions and judgements about risk to staff and young people within the agreed management framework.
- Ensuring that assessments and plans are of satisfactory quality and are completed in line with local and national guidance.
- Ensuring that the service is delivered in line with requirements/standards contained in legislation, regulation, local and national guidance.
- Chairing meetings that facilitate effective multi-disciplinary and multi-agency working including the development of the service for which they are responsible.
- Ensuring the service is delivered in accordance with the requirements set out by The Regulation and Inspection of Social Care (Wales) Act 2016, take a lead role during any inspection undertaken by Care Inspectorate Wales (CIW) and make certain that quality assurance measures are in place and adhered to, taking action where any shortfalls are identified.
- Working as part of a multi-agency team to develop placement plans and risk assessments, along with direct work programmes to meet the individual needs of children and young people, achieving positive outcomes as identified through complex assessment.
- Working with the multi-disciplinary team to support young people to transition into adulthood and contribute to the development and delivery of the relevant Adult Social Care assessment and care planning processes.
- Working with the multi-disciplinary teams in Adult Services and contribute to the risk assessment processes, positive risk-taking plans and application of relevant legislation.
- Provide management cover and support across BCBC's other children's residential homes when this service is dormant.
- Assisting the Directorate Management team in the development of strategy, policy and procedures, including supporting the Group Manager and Responsible Individual – Children's Social Care, in the review and evaluation of the achievement of objectives, targets, priorities and standards.
- To be part of a voluntary on-call rota outside of normal working hours.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

Residential Manager -

Children/Young People Looked After and In Crisis Home

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	City and Guilds Level 4 Preparing for Leadership and Management in Health and Social Care plus Level 5 Leadership and Management of Health and Social Care: Practice Qualification OR Level 5 Diploma in Leadership for Health and Social Care services (Children's & Young people residential management) Wales OR other relevant qualification accepted by Social Care Wales.	Yes	Production of original Qualification Certificates and application form.
	Registration with Social Care Wales.	Yes	
Knowledge & Experience	At least 5 years' experience in a residential childcare setting, of which two years must be at a senior level, all of which must be in the last 2 years.	Yes	Interview, application form, references and selection process.
	Knowledge of relevant legislation in particular the Children Act 1989/2004, Social Services and Wellbeing (Wales) Act 2014 and The Regulation	Yes	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	and Inspection of Social Care (Wales) Act 2016. - Knowledge of relevant regulations and standards relating to residential children's homes and adult supported and residential accommodation. - Knowledge of the issues frequently affecting children/young people who have been affected by trauma and trauma related behavioural management strategies.	Yes Yes	
Skills and Personal Attributes	- Knowledge of assessment/care management /review procedures and arrangements for the delivery of service. - Experience of leading the implementation of Positive Behaviour Support Plans and token economies to enable Young People to achieve their outcomes. - Experience of working within a multi-disciplinary setting and comprehensive understanding of key issues relating to children experiencing emotional dysregulation and complex needs. - Relevant Management experience including	Yes Yes Yes	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	supervision and staff development. • Experience of managing budgets and knowledge of financial procedures. • Experience of managing change.	Yes	
	• Ability to form constructive working relationships with colleagues and representatives of other agencies. • Ability to chair complex meetings. • Ability to communicate clearly and effectively both verbally and in written form alongside the ability to comprehend complex information and present reports to a variety of audiences. • Ability to define and achieve targets and think clearly, analyse situations and make decisions appropriately. • Ability to respond to managerial and financial implications inherent in decision making. • Ability to demonstrate good IT and organisational skills, initiative, positive thinking, commitment and motivation.	Yes Yes Yes Yes Yes	

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	• Ability to work proactively and flexibly as well as work under pressure in a challenging environment. • The ability to greet customers through the medium of Welsh is a requirement for this post.	Yes	