

## JOB DESCRIPTION – Manager -Adult Services

<b>Department:</b>	Adult services	<b>Accountable to:</b>	Autism Practice Lead or Quality Assurance Lead
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### Job Description

- Operational management and responsibility for the strategic development and delivery of an Adult Service within day services and/or accommodation based services within the East Midlands and across Derbyshire
- Actively develop an extended range of services which is tailored to individual needs, enables positive risk taking; one which includes stretch targets and which is aspirational for our service users and which supports their progress towards independence
- To ensure that Autism East Midlands takes a systematic and consistent approach to the identification, research and development of opportunities for young adults, adults and with autism and their support networks to enable individuals to maximize opportunities for achieving independence through outcomes based day and accommodation based services
- Develop the physical and financial infrastructure which enables the planning and delivery of an adult service which is responsive to individuals; their families and carers, and Commissioners' requirements within statutory and regulatory frameworks
- Manage human, physical and financial resources flexibly within statutory and regulatory requirements ensuring a contribution to the financial health of Autism East Midlands
- Work in collaboration with other managers including support to services at identified times of need.

### Competencies:

1. Work with established partner organisations, creating new opportunities for partnership working where appropriate, identifying those who would benefit from services as well as assisting in cross promotion of Autism East Midlands in areas where new services are developed
2. Effective financial management within a budgetary framework, including meeting targets for growth, completing audit and reconciliation of commissioned and direct services, and sound control of delegated budgets.
3. Support the management of service user finances, including knowledge of relevant welfare benefits.
4. Manage a core and peripheral workforce, redeploying staff and resources as required in response to changing priorities and service requirements
5. To network and develop strong relationships with key internal and external partners; stakeholders and commissioners ensuring that Autism East Midlands are able to respond to and meet new opportunities to deliver day and accommodation based services and that the implications are proactively considered and acted upon in liaison with the senior management team
6. Act as advocate for service users; promoting service user voice and , where relevant, ensuring appropriate access to health and social care including allied healthcare professionals, housing support and welfare entitlements
7. Work within existing systems to enable individualised personal support plans and behaviour support plans , ensuring regular assessment and review to meet the changing needs and aspirations of individual service users
8. Undertake data collection, audit and analysis in support of the development and audit of services and to meet the requirements of internal data processes; to include Key Performance Indicators, Monthly Returns and Quality Assurance self-assessments.
9. Conform at all times with health and safety requirements set down in legislation and adhere to safe working practices, health and safety policies and other procedures
10. Develop a framework and infrastructure which ensures the effective discharge of Safeguarding responsibilities, within adult day and accommodation based services and activities
11. Participate in the on call process for Adult Services on a rota basis.
12. To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

## **Equal Opportunities Statement**

Autism East Midlands has a strong commitment to working towards the achievement of equality and opportunity in both service delivery and employment. Autism East Midlands' mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement Autism East Midlands' Equal Opportunities Policies.

The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and Autism East Midlands.

*Footnote: This job description is provided to assist the jobholder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*

**PERSON SPECIFICATION –Manager Adult Services**

Personal Skills / Characteristics	Criteria	Method of Assessing
<p><u>1. Experience</u></p> <p>1.1 Experience of the management of an adult day or accommodation based service and activities for young people and adults with autism and their families and support networks</p> <p>1.2 Experience of successfully working within and implementing partnership and service development and income generation strategies in a third sector, charitable and/or public sector organisation</p> <p>1.3 Project management experience</p> <p>1.4 A proven track record in building partnerships and working successfully across organisations and multi disciplinary teams</p> <p>1.5 Experience of meeting complex audit requirements to satisfy commissioners</p> <p>1.6 Experience of working within CQC or other Inspection Frameworks</p> <p>1.7 Experience of working within Essential Standards of Quality and Safety</p> <p>1.8 Experience of working within multi disciplinary teams and multi agency discussions in support of service users</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p>
<p><u>2. Qualifications and Training</u></p> <p>2.1 Level 4/5 Diploma in Leadership and Management (or be willing to work towards)</p> <p>2.2 Level 4/5 Diploma in Health and Social Care</p> <p>2.3 Evidence of continuing professional development</p>	<p>E</p> <p>D</p> <p>E</p>	<p>CQ</p> <p>CQ</p> <p>AF</p>
<p><u>3. Special Skills and Knowledge</u></p> <p>3.1 Ability to: a) read, understand and write clear and accurate short reports b) communicate with others and form a positive relationship</p> <p>3.2 Understanding of autism and how it affects adults; their families and or support networks</p> <p>3.3 Understanding of Equality and Diversity</p> <p>3.4 Ability to lead by example</p> <p>3.5 Ability to build, develop and sustain effective working relationships</p> <p>3.6 Experience of working in the field of care, education, autism and or challenging behavior to design services to meet the needs of Adults with ASD</p> <p>3.7 An understanding of the National Agenda regarding the reduction in restrictive practice and the development of a Human Rights based approach to service delivery</p> <p>3.8 An understanding of the role of audit in the quality assurance process</p> <p>3.9 An understanding of the broader policy context within adult day and accommodation based services and how that translates into high quality services.</p> <p>3.10 Experience of working with ICT systems that enable the analysis of relevant</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

quality data and trends 3.11 Experience of managing financial budgets within established frameworks	E	AF/I
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<u>4. Personal Qualities</u>		
4.1 Ability to challenge and influence the thinking of others that may not be direct reports	E	AF/I
4.2 Full current driving licence and access to vehicle	E	AF/CQ
4.3 Outcome focused with drive and resilience	E	AF/I
4.4 An ability to provide a genuinely person centered approach and to aggregate that into service improvement	E	AF/I
4.5 A personal commitment to driving up standards in order to benefit service recipients	E	AF/I
4.6 A passion for the rights of individuals to have the maximum possible choice and control over their lives.	E	AF/I
4.7 Ability to work flexibly to provide modern responsive services; to include weekends and evenings where required.	E	AF/I
4.8 Ability to fulfill all aspects of job description	D	AF/I

D = Desirable

E = Essential

The postholder will be required to undergo and obtain a satisfactory Enhanced Disclosure and Barring Services check.

#### Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

Short listing will solely be from the completed application form only, against the criteria marked "S", therefore you **must** ensure these areas have been demonstrated on the application form. It is not sufficient to state, for example, "I have knowledge of domestic skills". Please refer to 'Guidance Notes – Employment Application Form'.

#### SHORT LISTING PANEL:

<b>KEY:</b>	AF = Application Form	CQ = Qualification Certificate	I = Interview	S = Short listing
1.		2.	3.	Interview Offered: YES <input type="checkbox"/> NO <input type="checkbox"/>