

**Person Specification  
Manager/Officer in Charge  
(Registered Manager)  
Children's Residential Units**



**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- Recognised management qualification (in line with regulatory requirements)
- Knowledge and understanding of the Children's Homes Regulations and Quality Standards and relevant legislation
- Knowledge and understanding of statutory requirements, local procedures, best practice and current trends in child residential care
- Able to lead a team and deliver a service to an agreed business plan
- Track record of effective leadership, development and motivation of staff
- Excellent recording and report writing skills using electronic data information systems
- Excellent file management skills with the ability to produce quality documentation for a range of individuals or agencies
- Able to analyse complex issues and to think strategically
- Track record of achieving service improvement and/or development
- Experience of working in partnership with service users, carers, service providers and other professionals
- Able to liaise effectively with other agencies and professionals
- Effective time management skills with the ability to manage, prioritise, organise and distribute tasks and caseloads
- Good financial and budget management skills
- Commitment to assisting and supporting the development of colleagues
- Strong negotiating skills
- An awareness of confidentiality and its implications
- Able to work flexibly and autonomously and with minimal supervision and to demonstrate confidence in work role

**Desirable**

- Recognised Social Work Qualification, e.g., CQSW, CSS, DipSW, Degree in Social Work, or equivalent (along with relevant professional registration)
- Knowledge of resources – health, local authority, voluntary and independent sector
- Able to attend various sites across Newcastle
- Able to contribute to personal continuous service development
- Full driving licence and/or access to personal transport

**Part B**

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Previous management and supervisory experience and/or skills
- Committed to providing a high quality, accessible service and to providing value for money
- Knowledge of relevant legislation and statutory guidance

- High personal standards of integrity and probity
- Motivated towards positive outcomes for children and continuous service improvement
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development
- Evidence of good written and verbal communication skills and presentation skills
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

**Additional Requirements**

- Enhanced DBS Disclosure Certificate
- Suitability to work with client group
- Flexible approach to work, location, duties and hours – including evenings, unsocial hours and weekend working as required