

JOB DESCRIPTION

Division / Department

JOB TITLE: Unit Manager

DIVISION: Children's and Joint Commissioning Services

GRADE: Band 13

RESPONSIBLE TO: Team Manager (Resources)

POST REFERENCE: 102107

Purpose of Post

- The post holder will be responsible for managing all aspects of running a Children's Home, to ensure that when the time is appropriate, young people are supported and prepared to return to family, foster placements, residential placement, semi-independent or independent living.
- The post holder will ensure that the home's physical environment is of a high standard. They will provide appropriate emotional and physical care, promote education, training and employment, support excellent health care, provide a range of suitable activities and ensure that the Children's Homes Regulations 2015 are met.
- To work alongside other agencies, to safeguard and protect the rights and needs of young people.
- The Home's Manager will be responsible for all staff working within or from a specific Children's Home.
- All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department's work.

Key Relationships

- All staff will be expected to promote team working within their particular staff group/ service area and also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

Additionally, key relationship for this post will be:

- Team Members
- Social Workers
- Assistant Director (C&F) (Registered Provider)
- Heads of Business Unit
- Colleagues from Health and Education
- OFSTED
- Parents/Carers
- Children and Young People
- Elected Members
- Resources Manager
- NYAS

Main Duties and Responsibilities

- To be responsible for the management, co-ordination and development of a range of quality services for young people referred to and accommodated within the Children's Home. To ensure that the policies and procedures of Children's Services and the wider authority are adhered to. To produce a Annual development plan and take part in specific activities relating to service development as required.
- To promote the practice of working in partnership with young people, their families, other staff within Children's Services, and external agencies, to meet the needs of young people.
- To provide effective leadership by implementing organisational strategies, in order to enable objectives of Children's Services and Residential Services to be achieved.
- To promote team development and effective team working.
- To maximise the effectiveness of staff through motivation, development and the application of Hartlepool Borough Council's personnel policies.
- To set and monitor standards within the home in line with legislation. To actively promote consultation with young people, their families and other agencies in the running of the home.
- To contribute to the development and review of corporate policies and service initiatives aimed at improving the service provided by Children's Homes.
- To ensure that there is a Statement of Purpose in place, which is appropriate to the needs of young people and outlines qualifications, experience and expertise of the staff employed within the Home.

- To set and review targets and objectives for the Home's staff team in order to ensure that work is outcome focused and has clear direction.
- To provide operational management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled. To ensure that sufficient back up resources are available in emergency/out of hours situations including participation in an out of hours 'back up' rota.
- To have line management responsibilities for a staff team, ensuring that all staff receive appropriate induction, supervision and appraisal.
- To be responsible for ensuring a full flow of information into and out of the team and to develop effective communication strategies and systems which assist staff in the operation of their duties.
- To take a lead role in the gate keeping and allocation of a range of services provided to meet the identified needs of young people. To make decisions regarding referrals and admissions taking into account assessed needs of young people and associated risk management. To take a lead in undertaking risk assessments for young people and the day to day management of those risks. To involve appropriate professionals in safeguarding young people. To monitor, review and evaluate the effectiveness of strategies/interventions in place to reduce risk.
- To ensure that the staff team are enabled to undertake such duties with young people who are non-resident or who have been resident previously in order to provide continuity of care where appropriate or to avoid admission to the looked after system where this is in the best interest of the young person concerned.
- To take responsibility for the maintenance of personal files in line with legislation and HBC requirements.
- To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from Children's Services Management Team and Corporate and Legal Services.
- To undertake all mandatory training required for the post. To ensure that you continue with your own professional development. To ensure that staff training and development needs are identified and to work closely with the Workforce Development Section in ensuring that those needs are met. To assist in training staff as required. To ensure that all staff attend mandatory training and refresher training as necessary.
- To ensure that all Health and Safety Regulations are complied with in accordance with HBC's policies, procedures and practices. To undertake and maintain a site Risk Register relating to the home.

- To regularly inspect the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment, etc. is in good working order and of a reasonable and acceptable standard of repair.
- To support managers in ensuring that the homes' budget is effectively and efficiently managed and monitored.
- To promote and implement the Service's equal opportunities policy and anti-discriminatory practice.
- To ensure the welfare of children and young people is promoted at all times
- To ensure the environment within the Unit is appropriate and sensitive to the needs of children and young people
- To maintain a positive and effective relationship with relatives and carers of children and young people who receive a service including resolving complaints in line with the council's complaint procedure
- To contribute to the assessment, planning and review process of children and young people and to ensure that records for each child are maintained appropriately
- To undertake any other such duties as required by the Director of Children's and Joint Commissioning Services .

Note: This post is non-residential, but there will be an expectation that the Home's Manager is familiar with the daily routines in the home, and they observe the practice of team members at different times through the day.

Registered Managers must be fit and able to undertake HBC's chosen physical intervention training at a frequency set out in their Development Plan.

Registered Managers must meet the criteria to be a 'fit' person to register with Ofsted in accordance with the Children's Homes Regulations 2015

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.