

PERSON SPECIFICATION: Unit Manager (Exmoor Grove)

POST REFERENCE: 102107

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.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
- Educational/vocational/ occupational qualifications and/or training - Specific qualifications (or equivalents)	• Level 3 Diploma for Residential Childcare or equivalent • Level 5 Diploma in Leadership and Management for Residential Childcare or equivalent, or have significant experience in a role requiring the supervision and management of staff working in a care role and commit to attaining the Level 5 Diploma within 3 years of commencing in post	• Diploma in Social Work or equivalent (F)
- Work or other relevant experience	• Significant experience within the last 5 years in a position relevant to the residential care of children • Experience of working with young people in a residential setting • Substantial experience in a role requiring the supervision and management of staff working in a care	• Budget management • Familiar with IT systems • Developing and monitoring systems • Human resources practices • Supervision and delivery of training

	role • Working with young people and their families • Inter-agency work	• Organising and co-ordinating delivery of services
- Skills, abilities, knowledge and competencies	• Children Act 2014 and associated regulations and practice guidance • Relevant procedures including Safeguarding, Looked After and Children in Need • Policies and legislation including Children's Rights, Equal Opportunities, Mental Health Act, Disability Act • Children's Homes Regulations 2015 • Detailed knowledge of the standards and practice within residential care settings in line with OFSTED requirements • Care planning and review process • Risk management • Ability to plan and implement plans effectively • Assessment skills • Good interpersonal skills with an ability to support colleagues, young people and families • Good communication skills with the ability to express ideas clearly both orally and in writing • Ability to work effectively in partnership with other agencies • Active listening and observational skills • Strong leadership skills • Ability to motivate and enable others • Ability to form lasting and professional relationships • Commitment to continuous professional development • Access to a car or access to a means of mobility support (if driving, must have a current valid driving	• Human resources practices – managing sickness and performance at work • Health & Safety Regulations • Project management • Report writing • Experience of delivering training

	licence and appropriate insurance)	
- General competencies	• Emotional resilience and maturity • Organised and meet timescales • Balanced perspectives • Non-judgmental approach • Innovative and imaginative • Drive to see things through • Capable of performing a wide variety of tasks • Ability to establish targets for staff and young people • Child Centred • To be 'fit' to manage the home in accordance with current Children's Homes Regulations • Successful Ofsted Registration • To be fit and able to undertake PRICE training (Restraint and de-Escalation training)	
ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		

On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

Mandatory/Essential Training	Frequency
Price Training	Annual

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary).