

PERSON SPECIFICATION

Job Title	Registered Manager		Department	Adult Services
REQUIREMENTS		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<p><b>Knowledge:</b></p>	<p>Knowledge and understanding of relevant legislative and regulatory framework, and Government initiatives relating to Adult Services</p>		<p>Application Form / Selection Process</p>	
	<p>CQC requirements and inspection framework</p>		<p>Application Form / Selection Process</p>	
	<p>In-depth knowledge and commitment to safeguarding and promoting the welfare of vulnerable adults</p>		<p>Application Form / Selection Process</p>	
	<p>Excellent knowledge of management process associated with leading teams, project planning, service delivery and managing change processes</p>		<p>Application Form / Selection Process</p>	
	<p>Good Knowledge and practical implementation of legislation relating to Adult's using Residential and Day Services.</p>		<p>Application Form / Selection Process</p>	
	<p>Knowledge and understanding of aspects involved with rota management</p>			
	<p>Medication Management and compliance</p>		<p>Application Form / Selection Process</p>	
	<p>Good understanding of Health and Safety</p>		<p>Application Form / Selection Process</p>	
	<p>Positive Risk Management</p>		<p>Application Form / Selection Process</p>	
	<p>Providing services to people in a Person Centred way</p>		<p>Application Form / Selection Process</p>	

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	<p>Knowledge of Safeguarding procedures and policy IT skills – knowledge of Microsoft Excel/Word etc...</p> <p>Knowledge of confidentiality legislation/GDPR</p>	<p>3 years Minimum experience in a Registered Manager role</p> <p>Clinical Knowledge / understanding of complex Health needs</p>	<p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p>
<p><b>Experience required:</b></p>	<p>Significant and senior management experience of working in an adult's service which must include experience of:</p> <p>Registered Manager of at least one CQC registered location</p> <p>Experience of planning for CQC Inspections</p> <p>Working at a strategic level and involvement in business planning</p> <p>Establishing and managing partnerships across a wide range of agencies</p> <p>Evidenced, effective continuous improvement in service delivery</p> <p>Working with multi-disciplinary teams including a range of professional groups</p>		

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	<p>Planning and performance monitoring an adult's service environment</p> <p>Implementation of robust quality assurance processes and systems</p> <p>Resource management including complex funding streams and budget requirements</p> <p>Leading consultation and participation activities with a wide range of stakeholders</p> <p>Managing change in line with Trust and statutory legislation and involvement in the development of services, policies and procedures</p> <p>Developing, managing, motivating and providing effective leadership for teams of staff to enhance and monitor their performance</p> <p>Promoting the positive image of young adults with disabilities as part of the overall service</p> <p>Experience of working with young adults with complex needs</p> <p>Effective management of a CQC registered Service</p>		
<p><b>Skills and Abilities:</b></p>	<p>Demonstrate a commitment to the development of adult services</p> <p>Ability to work as part of the Senior Management Team</p> <p>Excellent communication skills</p>		<p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p>

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	Proven negotiation, influencing and partnership skills		Application Form / Selection Process
	Ability to develop shared vision and commitment in a multi-disciplinary environment		Application Form / Selection Process
	Research and information management skills		
	Ability to manage conflicting priorities and to deliver results within timescales		Application Form / Selection Process
	Ability to manage risk and apply a range of problem solving techniques		Application Form / Selection Process
	Effective time management		Application Form / Selection Process
	High level of self-motivation and continuing professional development		Application Form / Selection Process
	Ability to represent the Trust internally and externally as required		Application Form / Selection Process
	Ability to prioritise workload		Application Form / Selection Process
	Effective people management skills		Application Form / Selection Process
	Experience of HR issues and conducting safeguarding investigations		Application Form / Selection Process
	Good IT skills/Computer literate		Application Form / Selection Process
	Ability and willingness to travel in and out of County		Application Form / Selection Process
	Ability to attend meetings as and when required for the needs of the Trust		Application Form / Selection Process

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	<p>Ability to co-ordinate and participate in on-call arrangements</p> <p>Ability to adapt working style to meet the needs of the service within an ever changing environment</p> <p>Ability to deal with confidential information and material appropriately</p>		<p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p>
<p><b>Education:</b></p>	<p>Diploma level 5 or higher in Leadership and Management, or equivalent qualification</p> <p>Ability to meet the requirements under Regulatory requirements (fit for purpose)</p>	<p>Health and Safety qualification, IOSH/NEBOSH</p> <p>Diploma in Social work, or equivalent</p> <p>Diploma in Management Studies</p>	<p>Application Forms / Certificates</p> <p>Application Forms / Certificates</p> <p>Application Forms / Certificates</p> <p>Application Forms / Certificates</p> <p>Application Forms / Certificates</p>
<p><b>Personal Attributes and Circumstances:</b></p>	<p>Creative, energetic, and solution focused</p> <p>Highly motivated</p> <p>Confident, decisive and outcomes focused</p>		<p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p>

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	<p>Flexible to meet the needs of the Trust</p> <p>To hold a current valid U.K. driving license</p> <p>Commitment to equality of opportunity and the ability to demonstrate that commitment</p> <p>Responsible</p> <p>Professional in approach</p>		<p>Application Form / Selection Process</p> <p>Driving License</p> <p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p> <p>Application Form / Selection Process</p>
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**NB MUST INCLUDE SKILLS, ABILITIES, EXPERIENCE, BEHAVIOURS AND ATTITUDE/MOTIVATION TOWARDS CHILDREN/VULNERABLE ADULTS (DELETE FROM PERSON SPEC)**

