



# Role Profile

LOCALITY LEAD OFFICER			
Reference No.	A4653	Type	Individual
Service	Older People's Services, Care at Home		
Job Family	Care 8	Grade	FC9

Purpose
<p>Responsible for the operational management of a Care at Home team within Fife and will contribute to the strategic direction of the service in line with local and national drivers for change.</p> <p>Working collaboratively with key stakeholders, the Locality Lead Officer will lead a team of staff to deliver high-quality person-centred services in accordance with the standards laid down by the Care Inspectorate and SSSC.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing a range of services within Care at Home with the aim of preventing unnecessary admissions to long-term care.	<p>To ensure you achieve registration with SSSC as a <b>Manager in a Care at Home Service</b> within 6 months of starting in a new role, you must apply to register within 3 months of your start date.</p> <p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role. For this role, you must have a practice qualification and hold or be willing to achieve a manager qualification. The main qualifications are detailed below:</p> <p><b>Practice</b></p>	<p>✓</p> <p>✓</p>	

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	<p>Must hold SVQ Social Services and Healthcare SCQF Level 9  <b>Management</b>  SVQ Care Services Leadership and Management SCQF Level 10  Any award in management that is certificated at or above SCQF Level 9* (min 60 credits) and mapped against the National Occupational Standards: Leadership and Management for Care Services SCQF 10</p> <p>The benchmark qualifications are listed here:  <a href="https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/">https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</a></p> <p>If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within your first period of registration.</p>		
<p>Managing resources to deliver care to reduce delayed discharge from hospital, e.g. day care, respite care and intermediate care.</p> <p>Managing resources to deliver quality care at home on behalf of Fife Health and Social Care Partnership</p>			
<p>Developing a competent, confident, and skilled workforce through induction, training, and ongoing professional development opportunities.</p>	<p>Ability to provide regular and effective service</p>	✓	
<p>Motivating and providing strong leadership and direction to the staff group.</p>	<p>Experience of managing multi-disciplinary teams</p> <p>Experience of leading teams through change</p>	✓	✓
<p>Monitoring, reviewing and managing individual and team performance to ensure that appropriate standards are met, and quality assurance mechanisms are in place including on site audits and audit of electronic/hard copy records.</p>	<p>Experience of using quality assurance processes to enable continuous development of the service provided</p>	✓	
<p>Acting as the Registered Manager of the Service with both the Care Inspectorate and the SSSC.</p>	<p>Experience and knowledge of Care Inspectorate requirements</p>	✓	

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Preparing the service for Inspection, ensuring that the Care at Home standards are met and taking appropriate action if the standards fall short.	Knowledge and understanding of a Care at Home Service	✓	
Ensuring that National Care Standards, local and national policy, procedures and guidelines are implemented and that they inform working practice.	Knowledge of current local and national trends and developments in Health and Social Care sector	✓	
Maintaining the Service registration with the Care Inspectorate.	Experience of assessing and managing the support needs of older people with complex needs	✓	
Participating in the assessment of potential service users.	IT skills	✓	
Developing and maintaining an ongoing assessment and care plan programme; to ensure individuals can realise potential.	Moving and Handling Training skills	✓	
Monitoring services provided by other agencies who deliver a Care at Home Service through contracts and service level agreements to ensure that quality meets the required standard.	Knowledge of and understanding of Health and Safety Requirements	✓	
Establishing and maintaining sound administrative systems including those relating to Service User recording, stock control, PPE budgeting and financial control.	Assertiveness and Decision-Making skills	✓	
	Experience of and the ability to deliver a quality service within allocated resources	✓	

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	Negotiation and Problem-Solving Skills	✓	
Developing and maintaining mechanisms for staff and service user participation in the delivery of services.	Communication Skills	✓	
Promoting 'partnership working', community engagement with key stakeholders and an enablement model of care with all service users.	Experience of collaborative working		✓
Applying and promoting the key values of security, privacy, dignity, independence, rights, choice and fulfilment	Experience of developing and maintaining effective working relationships	✓	
Promoting the highest standards of professional practice by adhering to policies and procedures and demonstrating best practice.	Knowledge of Workforce Development	✓	
Where necessary you may be required to promote the use of technology enabled care and understand how this can promote independence.	Understanding of alternatives to care		✓
Where necessary lead on the implementation and continued functioning of care scheduling systems.	Experience of care needs and the ability to relate this to IT systems		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

### **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

#### **Additional Information – the following information is available:**

- Skills Framework (if applicable)
- **How** we work matters

#### **Expected Behaviours**

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.