



Role Profile

LEAD OFFICER			
Reference No:	SS1719		
Service:	Adult Services (Resources)		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC9

Purpose
<p>Responsible for the operational management of shared and single tenancies of adults with a range of support needs.</p> <p>Ensure provision of high quality person centred support and outcomes for service users in line with the National Care Standards.</p> <p>Ensure the service meets legislative and policy requirements through performance monitoring and quality assurance.</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
<p>Providing operational management and participation in the development the services.</p>	<p>To ensure you achieve registration with SSSC as part of the Social Care Workforce within 6 months of starting in a new role, you must apply for registration within 3 months of your start date on the Social Care Workforce - Manager register.</p> <p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit an annual declaration via MySSSC.</p> <p>If this role requires SSSC registration, you must have a</p>	✓	

Role Profile

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
	<p>practice qualification and hold or be willing to achieve a manager qualification. The main qualifications are detailed below:</p> <p>Practice Must hold SVQ Social Services and Healthcare SCQF Level 9</p> <p>Management SVQ Care Services Leadership and Management SCQF Level 10</p> <p>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>For more details about qualifications and timeframes, go to https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/ This link may change when the SSC website finishes it's refresh.</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 the timeframe defined by SSSC.</p>		
	<p>Previous management experience within a care setting</p> <p>Knowledge of Human Resource matters (recruitment, grievance, disciplinary)</p> <p>Ability to provide regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p></p>

Role Profile

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
Ensuring National Care Standards, Service policies and procedures are implemented and inform working practice.	Knowledge of National Care Standards	✓	
Ensuring the dignity, independence and individuality of service users and encouraging their participation in the running of the service.	Knowledge of the needs of adults with a range of support needs Experience of a person centred working	✓	
Participating as a responsible officer with the role of registered manager where required accountable to the Care Commission for the Regulation of Care.	Negotiation and problem solving skills	✓	
Ensuring Health and Safety in the service area of responsibility. Making sure staff are compliant with Health and Safety legislation, training is made available and that policies and procedures are maintained and implemented with risk assessments undertaken.	Knowledge of Health and Safety requirements Ability to travel throughout Fife	✓	
Managing information and other resources including a devolved budget.	Experience of managing a budget		✓
Ensuring effective and efficient budget management and monitoring of budget for resources under area of responsibility including revenue for staff and physical resources. This includes the purchase of essential services and the staffing of directly provided services and service support.	Communication skills	✓	
Ensuring the best use and safe housekeeping of any buildings or equipment.			
Evaluating the effectiveness of individuals' and teams' performance and develop accordingly.	Organisational skills	✓	
Ensuring Quality Assurance and Control systems in place including audits for measuring performance and continuous improvement.			
Undertaking supervision of senior social care workers.	Experience of managing staff	✓	
Ensuring that services are appropriately planned, co-ordinated and delivered and that performance is measured.			

Role Profile

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
Ensuring the effective application of the electronic client information system, updating and accuracy of all client records handled by Team members.	IT Skills	✓	
Identify and ensure that the necessary systems, processes and procedures are relevant, fit for purpose, understood and followed, including administration, links with internal and external stakeholders and others.			
Establishing and maintaining professional relationships with service users, carers, colleagues and relatives of service users.	Motivational and leadership skills	✓	
Providing strong leadership and direction to staff, monitoring and managing individual and team performance by ensuring the highest standards of professional practice are met and that quality assurance mechanisms are in place.	Assertiveness and decision making skills	✓	
Contributing towards business planning for the Service.	Training experience		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>