



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>If you work in Adult Services Resources and the role requires you to register with SSSC, you must achieve registration as a Manager in a Care at Home Service, Manager in a Housing Support Service and a Manager in a Care Home Service for Adults within 6 months of starting in a new role. To ensure you achieve registration, you must apply to register within 3 months of your start date.</p> <p>You must hold a practice qualification and hold or be willing to achieve a manager qualification. The main qualifications are detailed below.</p>	✓	

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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.			
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.			

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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:			
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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.