



Role Profile

UNIT MANAGER				Purpose			
Reference No.	A4204	Type	Individual	Responsible for the operational management of the care home and leadership of the team as well as providing high quality person centred support and outcomes for service users in line with the National Care Standards.			
Service	Older People's Services						
Job Family	Care 7	Grade	FC8				
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
Providing operational management and participating in the development of services				Older People Service To ensure you achieve registration with SSSC as a Manager in a Care Home Service for Adults within 6 months of starting in a new role, you must apply to register within 3 months of your start date. 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: Practice Must have SVQ Social Services and Healthcare SCQF Level 9		✓	

E = Essential Criteria D = Desirable Criteria

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	<p>Management</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 SVQ Care Services Leadership and Management SCQF Level 10</p> <p>The benchmark qualifications are listed here https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</p> <p>If your Care Home has Day Care facilities, you may also need to register as a Manager in Adult Day Care Service.</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>Previous management experience within a care setting</p> <p>Knowledge of Human Resource matters (recruitment, grievance, disciplinary)</p> <p>Ability to provide a regular and effective service</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

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Ensuring the dignity, independence and individuality of service users and encouraging their participation in the running of the unit	Knowledge of National Care Standards Knowledge of the needs of older people	✓ ✓	
Managing information and other resources including the devolved budget allocated to the unit	IT Skills Ability to travel throughout Fife Experience of managing a budget	✓ ✓	✓
Ensuring that National Care Standards and Service policies and procedures are implemented	Experience of a person centred Organisational skills Communication skills Assertiveness and decision making skills Negotiation and problem solving skills Knowledge of Health and Safety requirements	✓ ✓ ✓ ✓ ✓	
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	Experience of managing staff Motivational and leadership skills Training experience	✓ ✓	✓
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	
<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>