



# Role Profile

UNIT MANAGER				Purpose			
Reference No.	I330.01	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				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		E	D
Providing operational management and participating in the development of services				Practice requirement - <b>SVQ Social Services and Healthcare at SCQF Level 9</b> . Or a qualification meeting the SSSC registration requirements for the following professional groups regulated by the Health and Care Professions Council:  <i>Occupational Therapists, Art, Music and Drama Therapists, Physiotherapists, Speech and Language Therapists, Practitioner Psychologists.</i>  <i>A qualification meeting the registration requirements of the General Teaching Council (Scotland), Nursing and Midwifery Council or the General Medical Council.</i>  <i>Degree/Diploma in Community Education or equivalent as recognized by the Standards Council for Community Learning and Development for Scotland Approvals Committee</i>		✓	

E = Essential Criteria    D = Desirable Criteria

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	<p><b>Plus a management requirement</b> - Any award in management that is certificated at or above SCQF Level 8 (minimum of 60 credits) showing evidence the award has been mapped against the National Occupational Standards (NOS): Leadership and Management for Care Services.</p> <p>Both a practice and management qualification are required to satisfy SSSC registration requirements. Candidates who do not hold the appropriate qualifications will be required to achieve them within the 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>✓</p>	<p>✓</p> <p>✓</p>
<p>Ensuring the dignity, independence and individuality of service users and encouraging their participation in the running of the unit</p>	<p>Knowledge of National Care Standards (Deliver results - See 'How We Work Matters' Framework)</p> <p>Knowledge of the needs of older people (Focus on customers)</p>	<p>✓</p> <p>✓</p>	
<p>Managing information and other resources including the devolved budget allocated to the unit</p>	<p>IT Skills (Embrace technology &amp; information)</p> <p>Ability to travel throughout Fife</p> <p>Experience of managing a budget</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

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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 (Take ownership)  Negotiation and problem solving skills (Work together)  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.			

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input checked="" type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>