



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Registered Manager - Rosedale**

### **Vacancy ID: 010975**

Salary: £42,683 - £44,632 Annually

Closing Date: 29-03-20

### **Benefits & Grade**

Grade O

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Job Description**

An exciting opportunity has arisen to lead the Council's 24 hour 44 bed rehabilitation and assessment facility, Rosedale. This is a key service for the Council and the NHS and is fundamental to the recovery and wellbeing of residents in Stockton on Tees. The postholder will be leading a process of transformation of this service. Our aspiration is that it becomes Outstanding. The postholder will also be leading a refurbishment of the facility in the coming year.

Applicants will need to be able to lead by example, setting excellent standards of clinical governance and care management with a primary focus on the safety, wellbeing and rehabilitation of residents.

A key aspect of the role will be to create a positive working culture; a culture that ensures staff know they are valued, that the wellbeing of residents is at the heart of all decision making and that policies and procedures that govern Rosedale are adhered to.

Reablement is a key focus of Rosedale. Applicants will need to be able to ensure the ethos of reablement is fully embedded within Rosedale and ensure admission and discharge processes are efficient and effective.

Excellent working relationships with colleagues in the NHS acute sector, social workers, physiotherapists, occupational therapists and reablement staff are vital. Applicants must be able to establish excellent working relationships with colleagues based on mutual respect and trust and approach the role with a positive, pro-active and problem solving perspective.

Applicants will need to be a CQC registered manager, have experience leading a team that operates within a rota system, have implemented clinical governance, medicines management, care planning and management policies and procedures, audit processes and budget management. Experience of working with the NHS would be desirable. Applicants will also need to be able to apply constructive challenge and have the skills to communicate effectively with a range of stakeholders.

Due to the nature of the role, there may a requirement on occasion for the post holder to work outside of the normal working hours.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

For an informal discussion please contact Gavin Swankie, Integrated Early Intervention & Prevention Service Manager on 01642 527402.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b> <b>Adults and Health</b>		<b>Service Area:</b> <b>Rosedale</b>	
<b>JOB TITLE:</b> <b>Registered Manager of Rosedale</b>			
<b>GRADE: O</b>			
<b>REPORTING Early Intervention and Prevention Service Manager</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  <p>CQC registered Manager of Rosedale, a 24 hour 44 bed reablement and assessment facility registered as a Care Home. To lead a process of sustained transformation to ensure Rosedale becomes an Outstanding facility. To lead by example, setting excellent standards of clinical governance and care management with a primary focus on the safety, wellbeing and rehabilitation of residents.</p> <p>A key aspect of the role will be to create a positive working culture; a culture that ensures staff know they are valued, that the wellbeing of residents is at the heart of all decision making and that policies and procedures that govern Rosedale are adhered to.</p> <p>Funded by the Better Care Fund, reablement and rehabilitation is a key focus of Rosedale. The postholder will ensure this ethos is fully embedded within Rosedale to prevent unnecessary hospital admissions, support hospital discharge and to enable people to return to their home and prevent or delay the need for long-term care. To be responsible for ensuring admission and discharge processes are efficient and to increase the number of residents admitted to Rosedale on an annual basis.</p> <p>Excellent working relationships with colleagues in the NHS acute and community staff, social workers, physiotherapists, occupational therapists and reablement staff are vital. The postholder will establish excellent working relationships with colleagues based on mutual respect and trust and will approach the role with a positive, pro-active and problem solving perspective.</p>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
1	Lead a process of transformation in Rosedale; transformation that will include embedding and maintenance of principles of excellent practice and a refurbishment of the facility.		
2	Implement a positive working culture that ensures residents are at the heart of all decision making and that all policies and procedures are adhered to.		
3	Work towards achieving Outstanding in CQC inspection, achieving a minimal level of Good in all areas of CQC and Local Authority PAMMS inspections whilst Outstanding is being worked towards.		
4	Responsible for recruitment, rota and staff management.		

5	Review reablement and rehabilitation approach in Rosedale and ensure best practice is implemented to maximise reablement potential of residents.
6	Increase the annual number of residents that can access Rosedale by ensuring appropriate and timely admission and discharge for all residents and that support provided whilst in Rosedale maximises the ability of residents to return to their home.
7	Establish excellent working relationships with colleagues and partners who also provide support and services as part of the care for residents of Rosedale based on mutual respect and trust.
8	Responsible for the role that Rosedale has in supporting the health and social care wider system and ensuring a problem-solving, solution based approach to system issues.
9	Accountable for development and implementation of all policies, procedures and practice within Rosedale.
10	Accountable for ensuring a robust approach to audit and learning from audit findings.
11	Accountable for fire safety procedures.
12	Responsible for ensuring Rosedale's annual budget is maintained within allocation.
13	Managing complaints relating to Rosedale and in-line with SBC complaints policy.
14	Ensuring compliments are recorded and that learning occurs as a consequence of complaints and compliments.
15	Ensure regular feedback mechanisms are in place for staff, residents and families and that any themes are identified from feedback.
16	Ensure a robust supervision and appraisal process is implemented and maintained.
17	Ensure all residents have a key worker and that residents and families know who to contact to discuss care provision.
18	Ensure all residents have a robust care plan.
19	Ensure the needs of carers are considered in relation to any resident that is admitted to Rosedale and that carers are signposted to the Local Authority's carers' service for Adults and Eastern Ravens for any young carers identified.
20	Ensure a programme of activities is implemented, a programme that includes activities for those who cannot or do not want to take part in group activities.
21	Accountable for quality assurances and reporting of quality assurance for all process, policies and practice to ensure residents are safe with health and wellbeing of staff and residents at the forefront.
22	To obtain reports regarding any incident, accident and the status of any resident whose care or health is causing concern.
23	To be involved in the development of the borough's Integrated Intermediate Care Project, a joint project between the NHS and Local Authority, and to ensure Rosedale develops in line with this project.
24	Performance management of the service, aligned with Integrated Intermediate Care and BCF performance.
25	Sickness management of staff within SBC policy.
26	Accountable in ensuring all staff are aware of the process and steps to follow in managing a deteriorating resident.
27	Ensuring good communication is maintained with residents, staff and wider health and social care system.
28	To ensure clear and concise handover reporting is part of the daily management of Rosedale.
29	To ensure residents healthcare needs are being met and to resolve any issues by liaising with healthcare professionals, including General Practitioners.
30	Accountable in ensuring all staff are trained to required level to support service delivery, improvement and person centred care principles and practice.

31	Accountable for ensuring the Assistant Managers in Rosedale are effective leaders/managers and can influence others to successfully implement changes across health and social care workforce.
32	To lead and participate in staff, resident and family meetings.
33	To ensure meals are of sufficient quantity and good quality and to ensure residents dietary needs are met.
34	Represent SBC at local, regional and national level as required.
35	Ensure all records are kept up to date and issues of confidentiality are upheld.
36	To act on any illness of an infectious nature and oversee infection control compliance.
37	Registered with CQC and meeting the responsibility that accompany this registration.

### 3. GENERAL

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development.

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

### PERSON SPECIFICATION

Job Title/Grade	Registered Manager of Rosedale	Grade O
Directorate / Service Area	Adults and Health	
Post Ref:	POS004561	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>Degree Level or equivalent experience in health or social care based topic or work area.</p> <p>CQC registered.</p>	<p>Considerable experience in managing a care home or short stay assessment and rehabilitation bedded unit.</p>	<p>Application form</p>
Experience	<p>Leadership of a staff team that operates within a rota system in health or social care.</p> <p>Leadership within a care setting.</p> <p>Implementation and management of audit processes.</p> <p>Implementation and management of clinical governance policies and procedures.</p> <p>Focus on achievement of good outcomes for people.</p> <p>Facilities management of a care setting.</p> <p>Evidence of effective care management procedures.</p>	<p>Experience of working with colleagues in the NHS regarding patient discharge from hospital.</p> <p>Experience of managing change/service improvement.</p>	<p>Application / Interview</p>

	<p>Evidence of effective medicines management procedures.</p> <p>Budget management experience.</p>		
<p>Knowledge &amp; Skills</p>	<p>Knowledge of CQC requirements regarding Good and Outstanding.</p> <p>Evidence of ability to develop a workforce culture that embeds excellent practices and ensures the person being cared for is at the heart of all decision making.</p> <p>Staff management in a health or social care setting.</p> <p>Evidence of excellent verbal and written communication.</p> <p>Ability to learn and implement from national and regional good practice.</p>		
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Ability to establish excellent working relationships across health and social care partners and commissioners.</p> <p>Ability to work in a challenging environment.</p> <p>Self-motivated.</p>		<p>Application / Interview</p>
<p>Other requirements</p>			

Person Specification dated

9 March 2020

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.