

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: CHILDREN'S SERVICES		Service Area: LOOKED AFTER CHILDREN - RESOURCES
JOB TITLE: Deputy Short Breaks Centre Manager		
GRADE: L		
REPORTING TO: Short Break Centre Manager (Children's Services)		
1.	JOB SUMMARY: To support the leadership, management and delivery of the Local Authorities Short Breaks Centre. To achieve this the Deputy Manager will support the Short Break Centre Manager who will be responsible for the development and delivery of short break plans for those young people and families using the Centre. Key to this is the continued development of the staff team and the services delivered from the Centre, the identification, collaboration and partner working with young people their families or carers, and others involved in the family or child's care, education and health.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To deputise in the absence of Short Break Centre Manager including upon request, register with Ofsted in order to ensure the smooth running of the home, and the continuation of services that are delivered flexibly, as defined in the Statement of Purpose.
	2	To support the Short Break Centre Manager in delivering a service that meets all relevant Statutory Legislation, Codes of Practice and Policy and Procedural Requirements.
	3	Support the coordination of service delivery, effectively and efficiently from the Centre.
	4	To support the leadership, guidance and management and deployment of a team of Short Breaks Workers in their role.
	5	To oversee the production of effective Short Break Care Plans, and risk management plans for young people, families and carers.
	6	To contribute to the measurement of performance and report to relevant bodies and agencies on outcomes, and support the continued service development.
	7	In the absence of the Short Break Centre Manager to take part in the Local Authorities decision making processes relevant to the client group.
	8	In the absence of the Short Break Centre Manager, plan and administer the finances and resources of the Centre within the defined budget.
	9	Deliver regular professional reflective supervision and appraisals to staff members.

10	To provide effective training to others to enable the service to deliver and develop.
11	Support the strategic development, implementation of the Centre with partner agencies in order to deliver on a unique, flexible and holistic service offer to those young people accessing or transitioning to other services from the Centre.
12	To have a clear understanding and undertaking of safeguarding responsibilities and how to respond in line with relevant procedures.
13	To embrace the values, behaviours, expectations and general atmosphere in which we work as defined in Stockton Councils Culture Statement.
14	To undertake monitoring visits and report on the quality of service of externally commissioned services and provisions as and when required.
15	Participate in the agreed working roster and share the sleep in duty arrangements if required.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

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	Deputy Short Breaks Centre Manager	Grade L
Directorate / Service Area	Children's Services	Looked after Children - Resources
Post Ref:	POS007019	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>To hold the QCF level 5 Diploma in Leadership for Health and Social Care and Children and Young People's services – Children and Young People's Residential Management or equivalent or be willing and able to complete within 18 months of appointment or commencement of the training. (Whilst completing the diploma employees will be paid at Grade K (SCP 27-30)</p> <p>Holds a relevant medication qualification or equivalent to HSC 375</p> <p>Must have the ability to meet all requirements as set out in the Children's Homes Regulations and Quality Standards in order to be able to register with Ofsted as a Registered Manager if required.</p>	<p>To hold a Degree in Social Work or equivalent.</p> <p>To hold registration with the HCPC.</p>	Application form
Experience	To have expert experience and the ability to lead in working with children and young people with	Experience of working with young adults with physical and learning disabilities and complex health needs	Application / Interview

	<p>complex challenging behaviour, physical and learning disabilities and complex health needs in a Short Break Centre.</p> <p>At least one years' experience in a supervisor capacity.</p>		
<p>Knowledge & Skills</p>	<p>A range of skills and knowledge relevant to working with children and young people accessing the Short Break Centre including overnight provision.</p> <p>To have an understanding of issues facing, young people and parents/carers living with disabilities and complex needs.</p> <p>Expert knowledge and understanding of statutory legal framework relating to Short Breaks.</p> <p>Significant knowledge of and understanding of the Children's Homes Regulations, Quality Standards and Ofsted's Inspection Framework for Children's homes and experience of implementing this in practise.</p> <p>To provide effective and robust leadership, supervision and performance appraisal.</p> <p>Understanding and applying theoretical approaches and evidence based practise in service delivery.</p> <p>To be able to create and deliver specific Short Breaks package designed and reviewed specifically to meet individual needs.</p>	<p>Capability to manage budgets and resources</p> <p>Ability to manage change</p>	

	To have effective communication and negotiating skills and work in collaboration with others outside of the Centre.		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Honest and good personal integrity</p> <p>Ability and desire to inspire others.</p> <p>To work as part of a team and on your own initiative</p> <p>To be an effective and innovative leader.</p> <p>Highly motivated and committed.</p>		Application / Interview
Other requirements	<p>Flexible and adaptive to the needs of the service, including being available for evening and weekend work as required.</p> <p>The post holder must have the capacity for independent travel.</p> <p>The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check.</p>		

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.