

Registered Manager

Job Description

Directorate:	Education & Children's Services		
Service:	Children's Services		
Location:	Lancashire		
Salary range:	£44,711 - £49,764	Grade:	10
Reports to:	Senior Manager	Staff responsible for:	

Job purpose and scope

- Post holders at this level will require a professional qualification or equivalent as required by OFSTED and Children's Home Regulations and Quality Standards 2015, to provide direction to their team and to act as a technical reference to deal with complex issues and challenges. They will be co-ordinating and integrating the work of their team, including dealing with multiple priorities. They will also be making proposals for service planning purposes and will be fully aware of wider implications.
- To instil, promote and maintain working relationships with all levels of management, employees and service users, (including other directorates of the County Council and external agencies) which fully reflect the Directorates standard of conduct and statement of principles.
- The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's policies and procedures and the Directorates statement of principles, ethical standards and standards of conduct.
- To instil, promote and maintain a health and safety environment for all levels of management, employees and Service Users within the service can be directed by legislation and the County Council's policies.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service
Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation’s success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles
Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

- To be responsible for the overall effective leadership management and administration of the home in accordance with the Children's Homes Regulations and Quality Standards 2015 and for pursuing the objectives of the directorate in providing an appropriate environment for young people which meets their needs.
- To be the legally Registered Manager under the Care Standards Act 2000 and to ensure that the home operates in accordance with all legislation relevant to a children's home. (Appendix A attached).
- To be able to meet the requirements of Reg 28 to achieve registration with Ofsted as a Registered Manager (specifically Reg 28 (2) (a, b) - within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children; worked for at least one year in a role requiring the supervision and management of staff working in a care role
- To operate the home in accordance with the statement of purpose to create a warm and stimulating environment that meets the assessed needs of young people and ensure the unit promotes and fulfils its core function particularly concerning care plans, placement plans and risk assessments.
- To recruit staff in line with the County Council and Directorate Recruitment and Selection policies and protocols.
- To promote young peoples rights and ensure that young people have access to information regarding their rights, facilitating regular meetings which allow young people to contribute to the running of their home.
- To take the lead role in managing the inspections of residential children's homes.
- To be responsible for contributing towards Care Planning and Safeguarding for Young People.
- To lead in respect of the residential service on the modernisation and continuous change and improvement programme.
- To manage, lead, supervise and mentor staff teams.
- To be responsible for the leadership and management of the children's home.
- To develop effective quality assurance and performance management mechanisms throughout the children's home and the wider residential service to ensure compliance with national and local standards and targets.
- To ensure that the voice of children and young people are heard.
- To ensure that the safeguarding of children and young people is of paramount importance.

- To be responsible for the financial management of the children's home.
- To ensure compliance with legislation, policies, and protocols, in this area of work.
- To contribute to the development of the overarching care services for CYP by attending and contributing to meetings within the service and external agencies.
- To contribute and ensure that all policies and protocols for the residential service are current, comprehensive and fit for purpose.
- To comply with the Directorate's administrative and financial procedures including the Maintenance of appropriate records, budget monitoring and ensuring value for money.
- To be competent with Information Technology and all computer systems on an Integrated Children System.
- To be responsible for training and own continued learning and development.
- To undertake any other duties and responsibilities of an equivalent nature as required by the line Manager.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- QCF5 or NVQ4 in Health & Social Care or equivalent.
- Social Work degree, CQSW, CSS, DipSW*.
- A formal management qualification and/or significant management training in compliance with current OFSTED Children's Home Regulations (see Regulation 28).

Experience

- Significant post qualifying experience of working within Residential Services.
- Experience of the responsibility for formal supervision and personal development and management of staff.
- Experience of Child Care Planning in liaison and consultation with other agencies and professionals.
- Experience of working with external providers.*
- Setting priorities and allocating tasks, and delegation of duties.
- Partnership working with other statutory and voluntary agencies.

Essential knowledge, skills & abilities

- High level of ability in both verbal and written communication.
- Sound knowledge of children's legislation, practice and protocols.
- Ability to lead and motivate Assistant Managers and staff teams.
- Understanding of the authority's strategic policies and protocols and programmes.*
- Knowledge of the requirements of the performance management agenda and how to achieve Continuous Improvement.
- Strong analytical skills and problem-solving capability.

Registered Manager

- Project and Change Management skills.
- Ability to build and maintain effective working relationships and networks.
- Ability to work within given parameters and to deadlines and targets set.
- Understanding and knowledge of IT systems.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- **This is an essential car user post**
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive