

Responsible Individual

Job Title	Service Manager & Responsible Individual
Line Manager(s)	Managing Director
Supervisory Responsibilities	A Responsible Individual will lead and develop a group of services to provide sustainable and high quality care and support.

Responsibilities:

- Provide leadership and management of a reliable, consistent, cost effective and profitable group of services;
- To be the Ofsted registered Responsible Individual for all designated Homes and act on behalf of the organisation to ensure that the Homes meet relevant requirements set out in legislation
- Work within the company's quality framework to ensure that Managers are meeting the requirements of the role and the service meets regulatory standards;
- Lead, manage and support the services and their Managers to demonstrate achievement of performance and activity targets embedding a culture of continuous improvement, ensuring performance matters are dealt with and practice and culture are continuously reviewed and challenged;
- Ensure the workforce is recruited, retained and developed in order to meet the requirements of the services, contributing to the development, design and implementation of development plans for the services;
- Act as a professional lead for the area in which they work, representing the Company at interagency meetings and ensuring that outcomes are in place that demonstrate the effectiveness of the services;
- Build positive external relationships to inform the development of new business opportunities, contributing to and, or co-ordinating the development of business cases and tenders in order to achieve growth targets;
- Lead the operational implementation of new services in line with agreed business plans;
- Undertake and lead specific change projects working across a variety of service areas;
- Effectively contribute to Managers meetings;
- Ensure that reasonable care is taken at all times for health, safety and welfare of yourself and other persons, and comply with all policies and procedures of the Company.

Essential Skills and Experience:

- A professional qualification relating to health and social care or evidence of wide ranging knowledge about the legislation strategy and needs of children and young people gained through substantial experience;
- Evidence of continuing professional development including leadership development;
- Experience of managing services for children and young people, meeting national standards of care;
- Experience and understanding of what constitutes high quality social care;
- Thorough understanding of the legislation and policy direction that underpins the provision of children's residential care;
- Ability to manage and monitor budgets effectively with an understanding of social care cost drivers.

Signed: _____

Date: _____

Signed: _____

Date: _____

On behalf of the Company