

Job Description

| | |
|------------------------|---|
| DIRECTORATE: | Social Services & Wellbeing |
| DEPARTMENT: | Children's Social Care |
| POST: | Responsible Individual – Children's Social Care |
| GRADE OF POST: | GR15 |
| RESPONSIBLE TO: | Group Manager – Placement & Provider Services |

JOB PURPOSE:

To undertake statutory requirements as Responsible Individual for children's care homes in accordance with the Regulation and Inspection of Care (Wales) Act (2016) and in so doing deliver high quality care home services to provide the positive outcomes for children within the care of the Local Authority.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Manage and develop Residential Care Home Services for Children and Young People, including short term emergency and assessment services, long term homes and short breaks residential provision.
- Ensure that the Council effectively meets its statutory duties, regulatory requirements and manages its non-statutory functions in respect of residential services.
- To collaborate and develop links with partnerships and participating in multi-disciplinary working with partners, other local authorities, regional and national bodies and other private/public/third sector organisations necessary to achieve objective and service improvements. Represent the Directorate on local, Regional and National forums and participate in policy/service developments accordingly.
- To safeguard and promote the wellbeing of children/young people by leading and driving improvement in the provision of high-quality care and support interventions within a residential setting. To ensure that services comply with Cwm Taf Morgannwg Regional Safeguarding Board's safeguarding procedures and practices.
- To develop and implement the Quality Assurance Framework across the service including the audit programme to ensure the highest professional standards are maintained and to ensure the wellbeing of children and young people is supported and safeguarded.
- To be responsible for developing, implementing and evaluating Service strategies, policies procedures and action plans, responding to inspection findings and ensuring a culture of continuous improvement.
- To work in partnership with the Head of Service, Corporate Director and Group Manager to develop the strategy for the service to achieve the Council's priorities for social care. This will include managing a programme

of improvement and change and responding positively and proactively to the challenges which social care services face.

- To maintain the highest professional standards in the discharge of this post and to up hold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility
- To provide effective leadership by promoting understanding of the highest standards of practice which reflect current innovative thinking and evidence-based interventions in working with children , their families and carers.
- To lead the development and delivery of innovative, creative and practical solutions within residential care services to enable change and improvement to take place, within resources.
- To provide effective and visible leadership to the children’s residential care workforce, ensuring there is a workforce plan which achieves sufficient numbers of competent staff to deliver the service in line with regulation; working closely with the Social Care Workforce Development Team and residential managers to ensure delivery of the training programme, registration and revalidation for the workforce. To ensure the provision of effective and high quality professional supervision and appraisal.
- To provide visible leadership to the staff in the Service, ensuring the provision of effective and high quality professional supervision and appraisal to achieve service aims and objectives and continuous professional development and improvement, in line with Council policy.
- To deputise for the Group Manager when necessary and appropriate by agreement.
- To engage with and gain the views of individuals using the service, or family members or representatives of those individuals, in order to take these into account when making decisions regarding the quality of care and support provided by the service.
- To provide out of hours support to managers as required.
- Take personal responsibility for keeping up to date with research, legislation, policies and procedures related to the provision of Residential Care, including RISCA and the Social Care and Well-being Act Wales. To take personal responsibility for continuing professional development in accordance with Social Care Wales registration requirements.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

| Attributes | Requirements | Essential | Method of Evaluation/ Testing |
|--|---|--|--|
| Knowledge & Experience (ctd.) | <p>Regulation and Inspection of Care (Wales) Act 2016 and supporting guidance.</p> <ul style="list-style-type: none"> • Considerable experience of successfully managing people and resources in the delivery of high-quality services. • Extensive knowledge of the needs of care experienced children and the Local Authority's statutory duties for providing their care and support. | <p>Yes</p> <p>Yes</p> | <p>Interview, application form, and selection process.</p> |
| Skills & Personal Qualities | <ul style="list-style-type: none"> • Ability to analyse and identify implications of legislation/ policy on professional practice. • Ability to work in a professional manner, represent the authority at a variety of internal and external meetings. • A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into service delivery. • Commitment to improving services to Children, young people and adults as well as their families/carers. • Ability to lead and motivate teams and inspire confidence. • Ability to communicate effectively, presenting complex information and managing conflict across professional and organisational boundaries. • Ability to organise and deliver a diverse range of priorities that is responsive to the needs of social services. • Ability to find innovative and creative solutions. • Willingness and ability to express views and opinions in corporate and partnership settings. • Ability to evaluate and action issues of compliments and complaints. | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> | <p>Interview, application form, and selection process.</p> |

| Attributes | Requirements | Essential | Method of Evaluation/ Testing |
|---|--|--|---|
| Skills & Personal Qualities (ctd.) | <ul style="list-style-type: none"> • Computer literate with an ability to use Microsoft office and other ICT systems as required. • Numeracy and analytical skills to interpret research data. • Commitment to delivering excellence in customer care. • Ability to be independently mobile within a geographical area, drivers licence • The ability to communicate through the medium of Welsh. | <p style="text-align: center;">Yes</p> | <p>Interview, application form, and selection process</p> |