

Job Outline

Post Title:	Senior Manager - Coventry
Section:	Operations
Reports to:	Service Manager
Responsible for:	To be responsible for the management of a number of Children's Homes within a context of a long term contract with Coventry City Council.
Post No:	
Salary:	
Car user status:	

Purpose of Job

As our lead Manager working on a day to day basis providing management oversight of 6 children's homes as a result of a contract awarded to us by Coventry City Council.

Through the support of Senior Homes Managers and Children's Standards Champions as well as Training Coordinators you will lead, direct and manage delivery of the Children's Homes serving the Coventry Contract.

You will be the day to day liaison person between Coventry City Council placements team and ensure that the service offered is within the contract requirements.

Main Responsibilities and Key Results Areas

- You will ensure that you have a detailed professional knowledge of the children / young people placed and plan for any placement moves.
- You will discuss appropriate placements / placement plans / movements etc and attend regular placement planning meetings with the L.A. to consider possible referrals and plan ahead.
- The knowledge skills and experience to work across the company and with Local Authority partners to ensure we are providing the very best care and education experience.
- Liaison with placements Officers in Local Authorities as well as northerncare's referrals manager to ensure placements happen appropriately and the no-refusal clause is acknowledged at all times.
- An up to date knowledge of the young people's progress and current placement status / plans.
- Dealing with any complaints / issues raised in a timely and competent manner.
- Attending Strategy Meetings with managers and following up on any necessary monitoring /

performance issues.

- Regular attendance at OMG and completing any follow up actions.
- Co-ordination and presentation of twice-yearly Banding Reviews with the L.A. (July & Dec)
- Co-ordination of the Annual Review Report (Spring).
- Support and aid the development of organisation objectives, policies and strategies,
- Through ongoing dialogue and recorded monthly supervision sessions, ensure that Senior Homes Managers & Home Managers fulfil the requirements of their job outline.
- Ensure that the cluster of homes within your area of responsibility meet on a regular basis as prescribed by Operations Director.
- To regularly and routinely liaise with the Children's Standards Champion, to ensure standards and practice is of the highest quality, across the homes in your cluster.
- Liaise with the Training Coordinator in regarding any training issues that have been highlighted; ensure communication paths are in place to enable you to have a clear understanding of the training plans that are in place, training that has been delivered and may be required within your cluster group of homes.
- Ensure that this group of homes are providing exceptional care & education experiences and the work of that is well evidenced to Ofsted through their inspection regime.
- Undertake detailed audits and some Regulation 33 visits to satisfy yourself that all standards are met and well evidenced.
- Establish systems and processes to ensure that there is a reporting system by managers to enable you to act on, or offer advice, regarding any child protection or safeguarding concerns or issues; ensuring there is regular liaison with the Children's Standards Champion to create a clear pathway of information to avoid duplication.
- Promote and support the philosophy and practice of Children's Participation, ensuring that there is regular liaison with the Participation and Projects Manager.
- Within the safeguarding principles of the homes Statement of Purpose (SOP) ensure that all homes maintain high occupancy levels and feed back any concerns or issues relating to occupancy to the Service Manager.
- Monitor the budgetary expenditure of homes and ensure that correct action is taken to deal with any overspends.
- Ensure managers of homes liaise appropriately regarding any new referrals to the home and that where there is conflict of opinion re placements, ensure discussions are held and where agreement cannot be reached full information is provided to the Service Manager.
- Lead on disciplinary and grievance procedures when required and undertake internal investigations as required by the Service Manager or Operations' Director.

- Within your homes take the lead in all Recruitment and Selection processes, ensuring compliance with northern**care**'s Safer Recruitment and Vetting Procedures and all associated documentation.
- Liaise with, and promote effective communication with Local Authorities and other external agencies, representing the organisation at meetings when required.

Additional Requirements:

Represent the organisation in a professional manner at all times

Maintain professional development and knowledge.

Participate in training activities to meet the changing demands of the job or service.

Organise and attend Cluster Meetings in own area of responsibility.

Meet with Service Manager monthly.

Work flexibly and undertake particular tasks and projects as directed by the Service Manager

Full Driving licence

When requested provide relevant information and or reports for the organisation: example, Operations Director, Marketing, PQQs, Tenders (submissions to LAs). This list is not exhaustive.

Place in Organisation

