

Partners for Inclusion

Senior Service Leader Job Description

Accountability

Accountable to the Deputy Director.

Role and Responsibility

To work with people we support as their Senior Service Leader, provide line management to other Senior Service Leaders and contribute to the development of the organisation.

Core Purpose

Directly manage the services provided to a small number of people we support.

Provide leadership, line management support and guidance to other Service Leaders

Contribute to maintenance and further development of the organisation, building on the traditions and values of Partners for Inclusion.

To assist the people we support by creative service design and person centred approaches to move their lives in the direction they choose and assisting their Service to be as invisible as possible within their lives.

To be proactive in keeping up to date with developments in social care and its management (e.g. best practice, trends or legislation)

People we Support

- To meet regularly with the person supported regularly to ensure that the service is continuing to meet their lifestyle and needs.
- To assist the team to think creatively about all aspects of the Service Design and the person's life by challenging and encouraging them to consider alternative and new ways of thinking and providing support.
- To ensure Person Centred Planning happens for each person supported at least once a year, unless they explicitly refuse this.

- To assist the Team Leader and the team in problem solving around the person supported, whenever this is required.
- To be responsible for the development of Service Designs and Working Policies.
- To contribute fully to multi agency working in respect of the person supported.
- To be responsible for redesigning the service in the event of changes within the person's life or circumstances, and in response to their wishes and person centred planning.
- To explore, with the teams, opportunities for the person supported in respect of employment, friendships, hobbies or interests.
- To ensure the service delivered enables the people supported to be connected to the communities, groups and associations of their choosing.

Management Responsibilities

- To provide direct line management support to a group of Service Leaders.
- To identify the training and support needs of relevant staff and to ensure appropriate training is arranged and undertaken.
- To be available to attend relevant team and organisational meetings as and when necessary.
- To develop relevant staff by assisting them to enhancing their level of experience and confidence in all areas of managing their teams.
- To promote autonomy by enabling decision making to happen as close to the person supported as possible.
- To be responsible for the recruitment of staff and delegate recruitment as appropriate.
- To be involved in implementing Partners for Inclusion Investigation and Disciplinary Procedures as and when required.
- To support the Directors in the development and management of the organisation.
- To support the Deputy Director in ensuring the organisation meets the requirements of The Care Commission.

- To influence and develop, with others in the organisation, the necessary Policies and Procedures required by law, contractual obligations, and safety and organisational needs.

Resource Management

- Responsible for developing managing and monitoring Individual Service Fund (ISF) budgets, in conjunction with the Finance Team.
- Discussing and sharing information regarding the annual ISF with the person supported the team and others, i.e. family circle or advocate where appropriate.
- To take responsibility to alert the Deputy Director / Finance Director of any difficulties within the ISF and to take appropriate action to remain within budget.
- Responsible for ensuring that the Finance policy is adhered to in the services they manage.
- Working in a way that also considers the overall financial wellbeing of the organisation.

Quality and Safety

- Contribute to the maintenance and further development of quality assurance and safe working procedures for the whole organisation
- Ensure that the organisation's policies and procedures in relation to quality and safety are adhered to through audits, regular supervision with Service Leaders / Team Leaders and meeting the person supported.
- Ensure that Service Designs and Working Policies are regularly updated and embrace creativity and positive 'risk taking' ensuring that the person supported is not being overprotected or unnecessary risks are being taken.
- Ensure that the hopes, dreams and actions captured at the person's Annual Planning Day are used to guide the work of their team.
- Ensure that staff's health and safety needs are addressed by adhering to the organisation's Health and Safety Policy and Procedures.