Job Description

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St.Helens Council

Post: **Deputy Manager**

Department: **People's Services**

Grade: **Scale point 29-31, plus 2 increments for weekend working**

Responsible to: **Registered Manager**

Purpose of the Post:

- Day to day operational management of residential services within the Unit and deputising in the absence of the Manager.
- With the Manager, ensuring provision of an effective service for young people in the Unit by establishing and maintaining high standards of professional practice.

Duties and Responsibilities:

1. Through oversight and personal involvement, ensuring that the appropriate quality of care is provided and that the needs, welfare and rights of young people are met wherever possible.
2. Chaining reviews and coordinating the tasks of the residential keyworkers concerned, in conjunction with the Manager.
3. Ensuring that appropriate care plans are completed, updated and implemented in accordance with the agreed needs of young people.
4. Providing regular formal supervision, including preparation of staff development profiles, as set out in Departmental procedures.
5. Undertaking such administrative tasks and duties as required.
6. Keeping abreast of current practice, trends and developments in the child care field.
7. Attending case conferences and reviews concerning young people.
8. Working in cooperation with the teaching staff based on the campus and with teachers from local schools, as required.
9. Liaising with staff from the placing agencies concerning individual young people.

10. Working closely with colleagues from other units, both on the campus and within the Department in accordance with the needs of young people.

11. Assisting the Manager in the organisation and deployment of staff so that the most effective use is made of their time.

12. Contributing to the overall development of child care within St Helens by:

13. Attending meetings, working parties and forums.

14. Attending meetings of inter-agency external bodies as appropriate.

15. Suggesting policy and procedural improvements.

16. Identifying opportunities for development of services.

17. Assisting the Manager in ensuring staff maintain a current knowledge of all relevant regulations, guidance, policy and procedures.

18. Taking responsibility for ensuring compliance with Health and Safety Regulations.

19. Responsible for the maintenance of acceptable standards and completion of care plans, progress reports and court reports on young people.

20. Assisting the Manager in the provision of guidance for staff involved in specific treatment and skill development programmes.

21. Ensuring awareness and compliance with the Community Homes Regulations, Departmental policy, procedures and guidance and other relevant regulations and procedures.

22. Participating in the establishment's duty rota, including sleeping-in duties.

23. Participating in the recruitment and appointment of staff.

24. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

25. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

26. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

27. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

28. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

29. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.

30. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require. To ensure that the code and required standards of conduct are maintained amongst employees within the remit of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: April 2003
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