

JOB SUMMARY

Post Title	Assistant Manager – Community Re-ablement & Outreach						
Job Family	<i>Service Delivery</i>	Pay Range	9	Line Manager to others?	Yes	Role profile ref	<i>SD09</i>
Service Area	Adult Social Care & Housing Needs – Community Re-ablement & Outreach						
Line Manager	Registered Manager – Community Re-ablement & Outreach						
Location	Island wide with office base at Sandown						

Job Purpose

The Assistant Manager supports the Registered Manager of the service, providing comprehensive day to day management of the service, line managing a team of re-ablement leaders and response co-ordinators, reviewing capacity in the service to ensure good service flow, working in partnership with a range of people to ensure good outcomes for the people supported and meeting all legislative requirements.

Job Context

- Supporting direct reports to ensure referrals and assessments are carried out in a timely and person-centred way to ensure a high quality and compliant service is provided
- Work in partnership with others for the benefit of the people using the service to ensure good outcomes
- Prepare and review personal centred goal plans, assessments and risk assessments offering advice and guidance to others when required
- Review the work of the team and recommend improvements to working practice that supports the provision of a high-quality service
- Undertake investigations and complete reports in relation to accidents and incidents, safeguarding and complaints and disciplinary or grievance matters
- Line manage a team of re-ablement leaders and response co-ordinators undertaking regular 121 meeting, team meetings, observations and competency assessments and when necessary manage performance
- Fully participate and organise recruitment and selection in the team
- A proven ability to work flexibly to meet the needs of the service

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.		X	
In depth knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service.		X	
Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.		X	
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.			X
Good ICT skills including use of Microsoft applications and specialist systems.		X	
Substantial practical experience demonstrating development through a		X	

JOB SUMMARY

series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.			
Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.		X	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.	Minimum of QCF L4	X	
Educated to A level standard or equivalent or equivalent experience.			X
Relevant vocational / professional qualification.	Willingness to undertake all required learning and development that is necessary or required for the role	X	
Other Requirements			
<p>The Isle of Wight Council is committed to safeguarding and promoting the welfare of vulnerable children and adults and operates stringent recruitment practices. All employees are expected to familiarise themselves with the Council's Safeguarding Policies and all other relevant policies so our staff can work safely, professionally and competently at all times.</p> <p>The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health & safety Policies and undertake relevant training to ensure compliance with Health and Safety Requirements.</p> <p>All employees are required to comply with the Council's Data Protection and GDPR Policies. You are responsible for ensuring that any information or data you collect, or input complies with the standards set out in these documents.</p> <p>All post holders must have the ability to meet the travel requirements of the role and have a full UK driving license.</p>			
Organisation Structure: <ul style="list-style-type: none"> • Director of Adult Social Care & Housing / Assistant Director • Service Manager / Nominated Individual • Registered Manager • Assistant Manager • Re-ablement Leader • Response Co-ordinator (RCT) • Community Support Worker 			