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**Job Description**

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| **Job Title:** | Group Manager family placement service and short break service for Children with disabilities |
| **Grade:** | Pay Band 29 (sp 36-40) |
| **Division:** | Children and Families |
| **Responsible to:** | Assistant Director Children and Families Social Work |
| **Responsible for:** | Operational Team Manager Family Placements Service Lead Short breaks service |

**Overview**

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| Children & Families Division is committed to the provision of excellent safeguarding services to the children of the Island. We work to ensure that children in contact with the Service will have the best possible opportunities in life. To achieve this our values of Respect, Caring, Listening, Professionalism, Fairness and Curiosity must underpin all our work. The Family Placement Service has a unique place in ensuring foster placements for children who require such care enable them to thrive and reach their potential. The short breaks service has an integral place in the service to provide respite and short breaks to our most vulnerable young people. |

**CARE**

Manx Care prides itself on being Committed, Appreciative, Respectful and Excellent. CARE represents what we do, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

**Job Role**

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| The Group Manager for Family Placement Service and Short breaks provision will be responsible for achieving and maintaining placement sufficiency across fostering, adoption and short breaks services; compliance with regulatory requirements for the registered providers of services; work closely with externally contracted providers of residential children’s homes and achieve high quality services to children and young people and their families using the Services. The role will collaborate with other key professionals to achieve high standards of corporate parenting and timely care planning early permanence decisions for children. The post will report to the Assistant Director for Children and Families Social Work. |

**Duties and Responsibilities**

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| * To provide leadership, supervision and professional support to the Manager of the Family Placement Service, and the Service Lead for Children with Disabilities Short break service * Strategically lead on the local growth of sufficiency of family placements. * Work closely with contracted partners to ensure sufficiency of residential provision. * Ensure compliance across all services with regulatory requirements and legal standards. * To provide leadership to ensure corporate parenting principles are being actively complied with and achieving good outcomes for the cohort of looked after children and young people. * Be accountable for ensuring that necessary data is maintained for monitoring and reporting on performance of the service, producing reports for senior managers and the Corporate Parenting Board, and lead any service improvement requirements. * To analyse data to ensure that the service is fit for current and future needs * To ensure that the work undertaken by staff meets evidence based and best practice, meeting high professional standards. * To be accountable for the recruitment and retention of staff and carers in the service area, * To ensure, through the Managers reporting to the post, that there is effective and efficient workload and resource capacity across the service in line with agreed policy and practice. * To be accountable for all budgets applicable to the service areas exercising strong budgetary control and contributing to the annual planning cycle. * To take accountability for service improvement, taking appropriate actions to rectify any deficiencies and to ensure continuous service development. * Contribute to the development and delivery of the Social Care Business Plan. * To chair multi-disciplinary and multi-agency discussions when the skills and expertise of the post-holder is needed. * To build and maintain partnership arrangements with other departments and agencies, and 3rd Sector Organisations. * To ensure that the service meets regulatory requirements | |
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| **Competencies**  All Manx Care staff are expected to undertake the everyday business of the Service with the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all business and to uphold such confidences both in administering the business of the office and outside of the office.  As a member of Manx Care, the post holder represents the Service in a wide range of business settings, forums, committees and officer level working groups. It is expected that they will be a committed ambassador of the Directorate and the work that it seeks to achieve.  The post holder reports to the Assistant Director of Children and Families Social Work.  The Director as Line Manager is responsible as ‘Reporting Officer’ for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance & Development Review Scheme. The Reporting Officer, will ensure in line with the timescale set out in the scheme, an annual:   * Personal Delivery Plan and a Personal Development Plan is agreed with the job holder, * Review and assessment of the job holder’s performance and competency/behaviours is made, and * Performance and Development Review meetings are conducted.   **Performance management and improvement**  All Civil Servants have a personal responsibility for performance management. The job holder will be expected to contribute to their annual performance and development review and all interim performance reviews.  **General Scope**  This job description is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This job description will be reviewed as necessary to reflect future requirements.  **Health & Safety**  The role holder has a personal responsibility for his/her own health and safety and the impact of his/her actions on others. The role holder will be responsible for identifying any possible risks or near misses to a responsible manager in accordance with relevant policies.  **Management Authorities**  The delegation of Management Authority for the roles within Manx Care has been granted by the Chief Officer as follows:  All ‘Reporting Officers/ Line Managers/Supervisors   |  |  | | --- | --- | | **Civil Service** | **Authority of the Post Holder** | | Disciplinary Procedure | Penalties up to and including First Written Warning | |  | Appeals up to First Written Warning | | Capability Procedure | Up to Stage 2/ formal warning stage | | Grievance Procedure | Up to Stage 1 |   All Countersigning Officers’ Middle Managers   |  |  | | --- | --- | | **Civil Service** | **Authority of the Post Holder** | | Disciplinary Procedure | Up to Final Written Warning | |  | Appeals up to Final Written Warning | | Capability Procedure | Up to Stage 2/ Formal Warning Stage | | Grievance Procedure | Up to Stage 2 |   All Senior Managers (Senior Executive Officer or equivalent)   |  |  | | --- | --- | | **Civil Service** | **Authority of the Post Holder** | | Disciplinary Procedure | To hear cases involving alleged gross misconduct | |  | Dismissal | |  | Suspension | |  | Up to Final Written Warning | |  | Appeals up to Final Written Warning | | Capability Procedure | Up to Stage 3 – Dismissal | | Grievance Procedure | UP to Stage 3 |   **Competency Levels For This Post Are:**   |  |  | | --- | --- | | **Leading and Working Together** | **Level D** | | **Communicating and Influencing** | **Level D** | | **Achieving Results** | **Level D** | | **Delivering a Quality Service** | **Level D** | | **Changing and Learning** | **Level D** | | **Showing Commitment and Resilience** | **Level D** | |

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| **Isle of Man Civil Service**  **Person Specification** |

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| **Job Title:** | Group Manger Family Placement Service and Short Breaks services for children with disabilities |
| **Department:** | Children and Families (Manx Care) |
| **Division:** | Children and families |
| **Grade:** | Pay Band 29 ( sp 36-40) |

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| **Attributes** | **Essential (E)**  **or**  **Desirable (D)** | **Method**  **of**  **Assessment** |
| **Qualification**   |  |  |  | | --- | --- | --- | | * Degree in Social Work or equivalent * Management Qualification Award (or working towards this) * Registration Social Work England (SWE) or equivalent body * Evidence of continuing professional development |  |  | | E  D  E  E | Application  Application  Application  Application/Interview |
| **Capability**   * At least 5 years management experience in a statutory social care setting related to looked after children * Proven track record of development of policy and practice in relation to placements for children, recruitment of carers and children homes regulations * Extensive knowledge of the legislation and regulatory requirements for placements for children * A proven record track record of using effective mechanisms to recruit and retain carers * Functional experience of Budget Management * Extensive experience of Inter Agency working * Knowledge of IOM/UK Legislative framework * Excellent interpersonal skills * Excellent communication skills, written, oral and presentations * Extensive Knowledge/Experience of Care Planning and Management * Excellent diplomacy/negotiation skills * Excellent working knowledge of the needs of children with additional needs | E  E  E  E  E  E  E  E  E  E  E | Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview |
| **Character**   * Excellent communication and presentation skills * Ability to lead and motivate staff * Ability to work autonomously within framework of responsibility * Ability to respond to deadlines and prioritise workload * Ability to work in partnership demonstrating collaboration and resolution of conflicting priorities | E  E  E  E  E | Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview |
| **CARE**   * Self-motivated * Flexible * Reliable * Able to cope in stressful situations * Resilient * Respect for all stakeholders * Excellent outcomes focus | E  E  E  E  E  E  E | Interview  Interview  Interview  Interview  Interview  Interview  Interview |
| **Circumstances and Interests**   * Driving Licence and access to own vehicle * Enhanced DBS check * Isle of Man Worker | E  E  D | Application  Application |