

Registered Manager Job Description

Salary grade: SM1

Hours: 37

Location: Northamptonshire

Reports to: Strategic Manager

Service area: Independent Fostering Agency

Overall purpose of the post

This is a unique and exciting opportunity for an experienced and inspiring fostering manager to lead and further develop the independent fostering agency (IFA) which is part of the Northamptonshire Children's Trust (NCT).

As the registered manager for the Independent Fostering Agency you will ensure the children we look after and the foster carers who care for them achieve the very best outcomes.

You will be responsible for all functions of effective and efficient leadership of the staff and fostering operation, such that the fostering service is well organised, managed and appropriately staffed in a manner that delivers the highest quality service to the Foster Carers and the young people in our care.

You will have proven success in service improvement and able to develop an operational delivery plan, set targets and inspire performance to ensure that services are continuously improved and objectives are met.

You will ensure that budgets and other resources are used in accordance with NCT's priorities and financial regulations, and that expenditure is accurately monitored and reported, and does not exceed budget.

You will need to have significant experience of being a successful and qualified Fostering Manager ideally within another independent Fostering Agency. You will have extensive knowledge of fostering legislation, procedure and compliance and will lead the service through regulatory inspections.

Principal responsibilities

1. To become the Registered Manager for NCT IFA and to undertake all duties commensurate with the role, including preparation for inspections and subsequent action planning
2. To lead the teams within the Fostering Service developing a service plan in accordance with Trust objectives. Systematically reviewing progress against these

plans to ensure a consistently high standard of service which is in accordance with Trust objectives

3. To take a lead role in developing effective partnership arrangements with Northamptonshire Foster Carers Association and other organisations to ensure strategic and operational leadership in the ongoing development, support, training and retention of Foster Carers and ensuring that this is in line with agency expectations and requirements
4. To take a strategic role in ensuring the Trust safeguarding and other social care services respond to and meet all current and emerging local and national policy
5. To be responsible for the agency making safe and robust decision making, prompt and appropriate response to safeguarding, referrals, assessments and allocation of work in accordance with the statutory requirements and ensuring these are in accordance with all current and emerging local and national policy
6. To recruit, select, lead and motivate staff, appraise their work, effectively manage performance and ensure the preparation of staff development plans and workforce plans that will contribute to achieving a high standard of team performance.
7. To introduce and sustain a performance culture taking a lead role in auditing/quality assuring the provision of clear and concise reporting for panels, reviews, service planning, matching and risk management and any other purpose as required by the agency. With a strong focus on ensuring there is good quality analysis, planning and a robust risk assessment evidenced throughout.
8. To ensure that access to services for prospective foster carers is promoted through the preparation and maintenance of information about services available, eligibility criteria, referral and assessment processes
9. To be responsible for actively monitoring outcomes for children and young people and the quality of care they are being provided. Identify strengths and any areas of improvement and implement clear development plans to maximise and improve the care experience for the young people placed with the agency.
10. Proactively contribute to the work of the Fostering Panel and Boards such as Quality assurance Board and Corporate Parenting Board by ensuring active management participation
11. To be responsible for managing change in response to the Government's Agenda for Social Care. This will involve ensuring the service is fit for purpose, and is supportive of a seamless provision of services to children
12. To ensure delivery of a self-improving service through robust and effective audit activity that will embed 'lessons learnt' across the portfolio
13. To provide direct advice to Councillors, Committees of the Council and Boards on all aspects of the work of the Trust that are the responsibility of the post holder,

including in particular development of policy and practice in light of the changing statutory framework

14. To ensure the views, feelings and wishes of children, young people and their parents /carers are ascertained and used to appropriately inform the development and performance of services and are at the heart of service design and delivery
15. To participate in the on call duty rota
16. To demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs, promoting equality issues in every aspect of work with staff and users and to ensure that discriminatory practices are challenged
17. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department
18. To manage, allocate and monitor budgets and contracts with providers in accordance with the Trust Constitution, financial regulations and relevant codes of practice, ensuring that services provided are based on principles of best value utilising a full range of potential providers
19. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential Criteria	Desirable Criteria
Education and qualifications	<p>This post requires satisfactory clearance of a disclosure and barring service (formerly CRB) disclosure</p> <p>Qualified social worker, registered with Social Work England with extensive post-qualifying experience of statutory social care practice and management.</p>	
Experience and knowledge	<p>Broad management experience over a range of professional social care roles with significant experience in managing functions in a number of specialisms, e.g. looked after children, regulated services, children in need</p> <p>Experience of the regulatory framework and delivery of positive inspection outcome outcomes</p> <p>Experience in developing a business strategy and implementing innovative operational plans to meet the vision and build new teams and services.</p> <p>Achievement and maintenance of financial information including achieving balance</p> <p>Experience in effective leadership and people management providing professional supervision, and develop team and individual plans.</p>	Previously experience as a registered manager of an IFA



Attributes	Essential Criteria	Desirable Criteria
	<p>Workload management and leadership with other professionals, and ensure their access to professional supervision.</p> <p>Experience in strong relationship based practice with partners and stakeholders including health, police. Minimum of 2 years post-qualification experience in an appropriate discipline/ service.</p>	
<p>Ability and skills</p>	<p>A sound understanding and ability in relation to effective management practices, particularly as they relate to service planning and performance management and development of services and staff.</p> <p>Excellent influencing, negotiating, advocacy skills, including the ability to work with a wide range of stakeholders, including children, young people, parents and carers, in a multi-disciplinary and multi-agency context at all levels of the organisation</p> <p>High level written communication skills and ability to tailor to a wide range of audiences</p> <p>Evidence of continuous professional development ICT skills, including for example the use of electronic case management systems, management of email and electronic calendars and use of Microsoft Office packages</p>	



Attributes	Essential Criteria	Desirable Criteria
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	