

# THE PRESBYTERIAN CHURCH IN IRELAND

## PERSONNEL SPECIFICATION

<b>Council:</b>	Council for Social Witness
<b>Job Title:</b>	Regional Care Manager (Temporary)
<b>Salary Grade:</b>	CSW Managers scale 4 (£49,235 - £54,705 per annum, pro rata)
<b>Working Hours:</b>	<i>3 days per week (22.5 hours) in the first instance, moving to 5 days per week (37.5 hours) Maternity Leave Cover from August 2024</i>
<b>Responsible to:</b>	The Secretary of the Council for Social Witness/Director of Social Services

### CRITERIA

#### 1. Qualifications and Knowledge

##### ***Essential***

- Knowledge and understanding of the current legal responsibilities and standards for the Health and Social Care services, including the need for management and delivery of person-centred services
- Knowledge of the main issues affecting those with learning disabilities, older people, ex-offenders, or those with addiction
- Knowledge of Regulatory Bodies – RQIA, NISCC, NMC
- Competent in the use of Microsoft Office (in particular Word, PowerPoint and Outlook)
- Knowledge of relevant mandatory training requirements
- A professional social work qualification **OR**

A first level registered nurse **OR** allied health professional \*

**AND HAVE** a minimum of 4 years work experience in a health and social care setting working with regulated services. At least two years of this experience must be in a relevant operational management capacity \*\* in a health and social care setting

**OR** one of the following qualifications:

- i) QCF/ Level 5 Diploma Leadership and Management in Health and Social Care (Adult Residential Management) Northern Ireland and Wales
- ii) Level 5 Diploma in Leadership and Management in Health and Social Care Northern Ireland (Adult Residential Management)
- iii) QCF/ Level 5 Diploma Leadership and Management in Health and Social Care (Adult Management) Northern Ireland and Wales

iv) Level 5 Diploma in Leadership and Management in Health and Social Care Northern Ireland (Adult Management)

**AND HAVE**

a minimum of five years practice experience in a health and social care setting working with regulated services, which must include at least two years relevant experience in an operational management \*\* capacity in a health and social care setting

\*art therapists, dieticians, occupational therapists, orthoptists, orthotists, physiotherapist, podiatrists, prosthetists, radiographers, or speech and language therapists

\*\*relevant management experience may include a management post in health and social care team/service, staff management, service supervision, caseload management, care management

**OR**, for existing experienced managers who do not hold an appropriate qualification, a minimum of ten years' experience in a senior manager (registered manager or regional management) role in services regulated under the provisions of the Health and Personal Social Services (Quality, Improvement and Regulation) (NI) Order 2003.

## **2. Relevant Experience**

***Essential***

- 3 years' experience of **either** managing a service regulated by RQIA (or equivalent statutory body such as HIQA) **or** 3 years' leading in areas of service improvement and quality in a service regulated by RQIA (or equivalent statutory body such as HIQA)
- Experience of securing improvement in services
- Experience of managing budgets or staffing
- Experience of quality assurance monitoring processes
- Experience of managing staffing issues
- Experience of operating formal staff supervision and appraisal procedures
- Experience of identifying training needs and developing training plans

***Desirable***

- Experience of working in a similar regional role
- Experience of strategic planning
- Experience of project management
- Experience of managing or supervising a residential care or nursing home for older people, or people with a disability
- Experience of delivering training
- Experience of staff recruitment and selection
- Experience of involving service users in decision making processes

### **3. Personal Attributes**

#### ***Essential***

- Good interpersonal skills in relation to residents, family members, staff and external professional and other contacts
- Caring and committed in approach
- Good oral and written communication skills (including presentation skills)
- Good motivator
- Good team worker and strong leadership skills
- Ability to take initiatives in proposals for developing all aspects of the work
- Good organisational skills
- Adaptable and flexible in approach

### **4. Physical Requirements**

#### ***Essential***

- Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)
- Appearance – must be acceptable within the working environment

### **5. Special Circumstances**

#### ***Essential***

- Willing to work within and uphold the Christian ethos of PCI in management and delivery of services
- Must be willing to work flexibly, including telephone on call at night (normal rota 1 week in 3 or 4) and week-ends as required
- Must have registration with the appropriate professional regulatory body and adhere to the relevant Codes of Practice (i.e. NISCC, NMC or HCPC)
- Satisfactory Access NI check
- Hold a full valid driving licence and have access to transport to meet the requirements of the post OR have access to transport to meet the requirements of the post (travel to services as required during normal working hours)
- Must have a home base that allows travel to services to meet operational requirements and contractual hours

#### ***Desirable***

- Evidence of a personal Christian faith in practice and expression, normally demonstrated by active membership of a Christian congregation