

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Deputy Manager

Reports to: Manager Learning Disability Services

Department: Families, Children and Learning

Section: Learning Disability

Purpose of the Job

To support the Manager of the service to manage a team of care staff providing a flexible range of services to meet service users' needs, promoting and overseeing high standards of care within the team and identifying and reviewing service users' needs to ensure the delivery of an effective, service that enables them to maintain independence and dignity. To deputise in the absence of the Manager and undertake management tasks as delegated.

Principal Accountabilities

These are in approximate priority order and as the focus of the role varies between services, postholders may place differing emphases on these according to service area

General

1. The effective and efficient management of care staff in the team as delegated including;
 - a) selection, recruitment, induction and attendance management
 - b) assignment of work, allocation of resources and deployment of staff
 - c) appraising performance with the aid of appointment support, supervision, performance reviews, training or other necessary action
2. To prepare, implement and review care support plans for service users in accordance with their identified needs, consulting with service users and their family/carers and other professionals.
3. To undertake Risk Assessments which may include Manual Handling Assessments, in the event of accident or injury, to undertake investigation to ensure that risks and incidents are managed appropriately and staff and service users' safety is assured.
4. To help service users with their personal care (all role model good practise to staff) to enable them to maintain dignity and a good standard of personal hygiene.

5. To work with other multi-disciplinary professionals to maintain effective communication systems and provide a more comprehensive care support packages for service users.
6. To be respond to, and support staff with, Safeguarding issues in accordance with the Sussex Safeguarding Adults Policy and Procedures.
7. To deputise for managers in their absence.
8. To monitor or manage budgets as delegated by the Manager, according to service area.
9. To participate and role model as a member of the management team in staff meetings, training, induction and development programmes and to encourage and participate in service users' meetings.

Equalities

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Health and Safety

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

General

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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PERSON SPECIFICATION

Post Title:	Deputy Manager
Department:	Families, Children and Learning
Section:	Learning Disability

Criteria	Essential Criteria
Qualifications	<ul style="list-style-type: none">• A relevant qualification in Social Care or Care Management: e.g. at least QCF Diploma level 2, and the willingness to work towards the Level 3 & 4 Diploma in Health and Social Care
Job Related Knowledge	<ul style="list-style-type: none">• Knowledge of recent legislation and statutory guidance relevant to Learning Disabilities and Adult services.• Experience of working in a Social Care Setting including working directly with vulnerable people with support needs.
Experience	<ul style="list-style-type: none">• Experience of working in partnership with outside agencies to deliver care and support.• Experience of overseeing the implementation of care support plans, and writing reports.• Experience of applying safeguarding procedures.
Skills & Abilities	<ul style="list-style-type: none">• Ability to supervise, motivate and develop staff including addressing performance concerns, assist with training and cascade information.• Ability to communicate effectively with other professionals, organisations and individuals to implement suitable provision of care, through both written and verbal communication• Ability to manage budgets and resources.• Excellent organisational skills in order to manage a busy work load with changing priorities• Good IT skills and the ability to learn to use databases, MS Word and Excel.
Other Requirements	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.