**REGIONAL MANAGER**

**Job Specification**

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| **Job Title and Grade** | **REGIONAL MANAGER**  |
| **Closing Date** | 5pm - Monday 21st January 2019 |
| **Details of the Service**  | The person appointed to this post will be required to work to work as part of the National Operations Team with indirect reporting to the Senior Management Team. This post will require close working relations with assigned communities in supporting, monitoring and overseeing the management of each Community.  |
| **Location of Post** | This post will be located in Camphill Communities of Ireland, Dunshane Community, Dunshane, Brannockstown, Naas, Co Kildare |
| **Reporting Relationship**  | The post holder will report to the Chief Operating Officer of Camphill Communities of Ireland |
| **Informal Enquiries** | Joe Lynch, COO. Email queries to joe.lynch.national@camphill.ie or phone 087 8154467 |
| **Purpose of the Post**  | The purpose of this post is to take regional management responsibility for Designated Centres in supporting best practice in the delivery of high quality Person Centred services in line with legislation and Camphill Community of Ireland policies |
| **Working relationships** | The post holder will have working relationships with the following:* National Operations Team
* All members of the Senior Management Team
* Quality and Safety Officer
* Management groups in assigned Communities
* Relevant voluntary, statutory and private agencies including local CCoI personnel
* HIQA inspectors
* Other agencies, as appropriate, for example, An Garda Siochanana, TUSLA – Child and Family Agency
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| **Principal Duties and Responsibilities**  | **Professional** The regional manager will: * Be responsible for the overall management and performance of assigned communities with good professional practice and subject to agreed policy directives and priorities.
* Provide professional leadership in the delivery of high quality person centred services
* Carry out unannounced visits to the communities
* Prepare annual reports for each community as required
* Proactively support quality improvement initiatives within assigned communities
* Proactively support good practice in respect of Safeguarding of all persons with a disability being supported in our communities.
* Support the implementation of a change agenda as set out through the Board and Senior management team
* Support good communication between all stakeholders at both local and national level
* Take national lead in agreed areas of work
* Monitor the budgets and the key performance indicators for assigned communities
* Develop good working relationships with the senior management team, the local management teams and persons that we support.
* The ability to plan and effectively prioritise competing priorities
* Ensure the implementation of current and evolving legislation, policies and procedures, guidelines and protocols.
* Ensure anti-discriminatory practice and cultural competence, at individual and service levels.
* Facilitate clear channels of communication to relevant management structures in relation to safeguarding issues

. * Provide professional leadership at meetings, committees and/or other fora as required in relation to all aspects of service delivery
* Chair and participate in case conferences/investigations with the appropriate staff when the need arises.
* To proactively promote ongoing learning and development particularly relating to culture and practice to support best practice in all areas of service delivery.
* High degree of flexibility required for this post

**Education & Training** The Regional Manager will:* Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
* Engage in career and professional development planning.
* Ensure appropriate learning and education programmes are in place for all staff in
* Act as a resource in delivering education and training as appropriate

**Health & Safety** The Regional Manager will: * Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.

**Management** The Regional Manager will: * Contribute and support the organisations key priorities as identified through the Senior Management Team
* Report and advise on resources required for each community
* Oversee the implementation of appropriate induction and probationary systems.
* Oversee the implementation of an appropriate performance management system for the delivery of a high quality services
* Keep updated on current and impending legislation and the perceived impact on practice.
* Keep abreast of developments in national policies and strategies and international best practice.
* Keep up to date with national and organisational developments within the Irish Health Service.
* Ensure service delivery corresponds to best national and international practice.
* Ensure service complies with relevant HR and other policies, procedures and guidelines.
* Participate in and contribute to service planning and development.
* Provide service delivery reports as required
* Ensure that there are appropriate systems in place to gather relevant information.
* Ensure compliance with a high standard of documentation, including individual files in accordance with local guidelines and the Freedom of Information (FOI) Act.
* Oversee data confidentiality.

**Confidentiality**In the course of your employment you may have access to, or hear information concerning, the personal affairs of persons using our services and/or staff, or other Camphill Communities of Ireland business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, persons using our service or other Camphill Communities of Ireland business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.***The above Job Description is not intended to be a comprehensive list of all duties******involved and consequently, the post holder may be required to perform other duties as******appropriate to the post which may be assigned to him/her from time to time and to******contribute to the development of the post while in office.*** |
| **Eligibility Criteria****Qualifications and/ or experience**  | 1. **Professional Qualifications, Experience etc**

Applicants must;  1. Hold a degree relevant to this role

And:1. Have a minimum of five years experience in a senior management post
2. Have a minimum of five years experience working in the disability sector
3. Must have the requisite knowledge and ability (including a high for the proper standard of suitability and management ability) discharge of the duties of the post

\*To progress through the selection process applicants must submit to the Camphill Communities of Ireland proof of acknowledgement of application for registration on the Social Work Registration Board at CORU. Successful candidates will not be appointed unless they have attained registration.1. **Health**

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.1. **Character**

Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Candidates must demonstrate depth and breadth of experience in working in Designated Centres where compliance with regulation has been a key component  |
| **Skills, competencies and/or knowledge** | Candidates will be expected to demonstrate and/or display the following skills, competencies and/or knowledge: * Sufficient professional knowledge to carry out the duties and responsibilities of the role.
* An ability to apply knowledge to best practice.
* The capacity to deliver this service in an effective and resourceful manner within a model of person-centred care.
* The ability to manage and develop self and others in a busy working environment.
* Effective supervision skills.
* Effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues, families, etc.
* The ability to evaluate information and make effective decisions especially with regard to service delivery.
* Ability to facilitate change and improve service delivery.
* Initiative and innovation in identifying areas for service improvement.
* A commitment to delivering a quality user- centred service.
* Awareness and appreciation of the Person as expert through experience including promoting the role of person in care planning and decision-making and service development.
* The ability to empathise with and treat others with dignity and respect.
* Effective leadership and team skills.
* Good IT skills relevant to the role.
* Commitment to continuing professional development.
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| **Transport**  | A full drivers licence and availability of own car is an essential requirement  |
| **Competition Specific Selection process** | Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and essential skills section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.There may be requirement for second round interviews |

**This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.**