

# Role Profile – Shared Lives

## Registered Manager

### INFORMATION ABOUT THE ROLE:

**Group:** Integrated Adults and Social Care  
**Service:** Adult Social Care Provider Service  
**Location:** Gateshead Civic Centre  
**Line Manager:** Team Manager  
**Car User Status:** Essential

SCP 28-31 - £34,723 - £37,261

### WHAT WE WANT YOU TO DO...

- Manage the Shared Lives Service as the Registered Manager with the Care Quality Commission.
- Effectively and efficiently manage the day-to-day operation of the service. Ensuring full compliance with Gateshead Council's Thrive agenda, policies, procedures, provider services quality assurance system, Shared Lives Plus good practice guidance, and current legislation.
- Actively participate in the evaluation, development and continuous improvement of the service. Including the research of current best practice locally and nationally.
- Responsible for the recruitment of the Shared Lives Carers. Managing their selection, assessment, induction, and training.
- Be proactive in all aspects of assessing the suitability of the Shared Lives Carer's home in accordance with the Care Quality Commission regulations and requirements.
- Actively manage and monitor the service budget, to ensure that expenditure is effectively achieving service outcomes, in accordance with the services financial policy and procedures.
- Be proactive in all aspects of promoting the service locally and regionally.
- Undertake regular monitoring and review of Shared Lives Carers arrangements, to ensure that the individuals they support are having their needs effectively and efficiently met, in accordance with service values, principles and the effective management of people and finances.
- Engage in the establishment and maintenance of positive communication and professional relationships with colleagues and other agencies. Co-ordinating interdepartmental and interagency working when it is appropriate to do so to achieve service objectives.
- Work collaboratively with members of the team, ensuring they are supported via regular team meetings, formal supervision and achievement and development meetings.
- To prepare and present reports and other information to senior management and other stakeholders.
- Carry out other duties requested of you which are appropriate to the grade of the post.



# Role Profile – Shared Live Manager

## WHAT YOU NEED TO BE SUCCESSFUL... *THE ESSENTIALS*

### THE KNOWLEDGE

- Good understanding of relevant adult social care legislation and standards. Including the Care Act, Mental Capacity Act and Safeguarding Adults.
- Knowledge of the ethos of Shared Lives Schemes.
- A range of communication mediums.
- Health and safety legislation.

### THE EXPERIENCE

- Experience of working in a Care Quality Commission regulated service.
- Supporting adults who have a disability and/or older people.
- Internal and external inspections.
- Managing financial systems.
- Partnership working and liaising with a range of stakeholders.
- Managing staff, formal supervision and achievement and development sessions.
- Recruitment and selection processes.
- Involvement in service development and managing change.

### THE QUALIFICATIONS

- A minimum Diploma Level 4 in Health and Social Care or equivalent qualification.



## **OUR COMPETENCIES... HOW WE WANT YOU TO BE**

### **CUSTOMER FOCUSED**

Puts the customer first and provides excellent service to both internal and external customers

### **GREAT AT COMMUNICATION**

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### **TEAM PLAYER**

Works with others to achieve results and develop good working relationships

### **DEVELOPING TEAMS AND INDIVIDUALS**

Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high-level organizational issues, and encouraging individuals to stretch beyond their current capabilities

### **PERSONAL IMPACT**

Is Self-aware, learns continuously and adapts behaviour in response to feedback.

### **MAKE THINGS HAPPEN**

Takes responsibility for personal organisation and achieving results

### **FLEXIBLE**

Adapts to change and works effectively in a variety of situations

### **LEARN AND DEVELOP**

Actively improves by developing and applying new skills and knowledge and learns from past experiences

### **MANAGING PERFORMANCE**

Effectively manages the performance of teams and individuals to ensure results are achieved

### **MAKING THINGS HAPPEN**

Empowers people to initiate change. Supports innovative ideas and new ways of working

