

## Job description

<b>Job Title</b>	<b>Regional Manager</b>
<b>Reports to</b>	<b>Head of Area Operations</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Effective management of assigned services, ensuring high standards of support delivery</li> <li>• Ensure that all teams are actively engaged in the Wheel of Engagement allowing the people we support to live safe and fulfilling lives.</li> <li>• Managing all team members in a way that is fair and consistent.</li> <li>• Ensuring compliance with internal policies and procedures, legislation, external bodies, and quality standards.</li> <li>• Monitoring and delivering financial performance in line with agreed targets and budgets.</li> <li>• Driving growth by maximising occupancy and supporting new developments.</li> <li>• Developing positive relationships with all key stakeholders including commissioners and families to positively promote Achieve together.</li> <li>• Acting as a positive role model to all team members by supporting organisation wide initiatives and working collaboratively across Achieve together.</li> <li>• Any other tasks or duties as confirmed by your Manager/Director.</li> </ul>
<b>Accountabilities</b>	<p><b>Managing People</b></p> <ul style="list-style-type: none"> <li>• Providing effective support and coaching for service managers.</li> <li>• Support recruitment, induction and development of team members.</li> <li>• Be visible and accessible in services, providing advice and guidance as required.</li> <li>• Assist in performance, absence and people management issues in line with our policies.</li> <li>• Monitor team member activity and trends, including training compliance and adherence to internal policies and reporting.</li> </ul> <p><b>Managing quality and budgets</b></p> <ul style="list-style-type: none"> <li>• Ensure that the people we support are appropriately safeguarded and team members understand safeguarding /POVA and whistleblowing processes.</li> <li>• Ensure that all teams are actively engaged in the Wheel of Engagement</li> <li>• Implement effective annual planning processes and ensure that each service has its own service development plan with agreed targets and budgets.</li> <li>• Take full financial accountability for financial management and reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Timely address of occupancy challenges in collaboration with the assessment and referrals team.</li> <li>• Adherence to quality management requirements including undertaking regular audits and implementation of agreed quality improvements.</li> <li>• Oversee services maintenance requirements and ensure compliance with Health and Safety requirements.</li> </ul>
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### Person Specification

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years in a managerial role, ideally in social care or regulated sectors.</li> <li>• Ability to manage financial budgets and reporting requirements.</li> <li>• Demonstrable experience of delivering excellent services and best practice including awareness of formal non-verbal communication methods.</li> <li>• Proven ability to develop and maintain good working relationships both internally and externally.</li> <li>• Effective verbal and written communication skills.</li> <li>• Proficient in use of IT systems.</li> <li>• Knowledge of safeguarding systems, processes and compliance activity.</li> </ul>
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• NVQ4 (minimum) in social care or equivalent</li> <li>• Full driving licence</li> <li>• Flexible (management rotas/weekend working), with occasional overnight stays</li> </ul>



**Being brave**

We are creative and confident, empowering the people we support and our teams to achieve amazing things

**Having fun**

We get the most out of every day and celebrate our achievements and success

**Making things happen**

We get the most out of every day and celebrate our achievements and success

**Valuing everyone**

We value the unique talents of every individual and work together to help everyone achieve their full potential