

# Job Description

**Post Title:** Adult Services Manager  
**Term:** Permanent  
**Hours:** 37.5 hours per week  
**Reports to:** Head of Operations  
**Responsible for:** Project Staff

Role Purpose
To co-ordinate and lead services for adults with a learning disability in accordance with the aims, objectives and values of the organisation.
Duties and Responsibilities
<ol style="list-style-type: none"> <li>1. Lead responsibility for effective management of multiple services within the service area.</li> <li>2. Interpret and implement SoLO's policies and strategies on a day to day basis ensuring that Project staff are kept informed of any new developments.</li> <li>3. To assure project compliance against regulatory and legislative requirements.</li> <li>4. To assist in setting budgets for the year and to ensure the delivery of services within the defined budget.</li> <li>5. To make recommendations in line with strategy to the Head of Operations based on grassroots information.</li> <li>6. To line manage <b>and develop</b> the service staff, in accordance with SoLO's HR and Recruitment policies and procedures and to ensure robust HR management through the Bright HR system.</li> <li>7. To manage the Shape Your Future supervision and appraisal process diligently for all service staff.</li> <li>8. To take an active part in the delivery of a training programme to ensure that SoLO's staff, volunteers, and outside agencies are equipped to deliver a quality service.</li> <li>9. To ensure that all staff are working in compliance to SoLO's risk management processes and that all staff comply with health and safety requirements, notifying of any incidents and minimising risk.</li> <li>10. To represent SoLO where appropriate and as agreed with management, and to network positively with other providers.</li> <li>11. To ensure that individuals' views are incorporated to all aspects of SoLO's service delivery</li> </ol>

12. To be part of the on-call service on a shared rota basis

13. To undertake other duties as may arise from time to time as directed by the Line Manager

# Person Specification

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Assessment Method: A=Application, I= Interview, R= Reference

E= Essential, D=Desirable

<b>Qualifications</b>		
	A, I, R	E/D
Relevant leadership and/or management qualification	A,I,R	E
<b>Experience</b>		
	A, I, R	E/D
Experience of leading people	A, I, R	E
Experience of working in a leadership role	A, I, R	E
Experience of managing projects and services	A, I, R	E
<b>Knowledge, Skills and Abilities</b>		
	A, I, R	E/D
Understanding of the needs of people with a learning disability and associated conditions.	A,I	E
Understanding of how social care organisations operate	A,I,R	E
Ability to work as a team player and on own initiative	A,I,R	E
Ability to prioritise workload and work under pressure	A,I	E
Understanding of conflict interest and resolution strategies	A,I	E
Understanding of the principles of person-centred support	A,I,R	E
Understanding of the Mental Capacity Act	A,I	D
Understanding of Safe administration of medicines in social care	A,I	D
Understanding of Confidentiality and GDPR	A,I	E
Ability to work as a positive and inspirational leader	A,I,R	E