

Post: Locality Manager, Highlands

Salary banding: Level 6

In my role as a Locality Manager I deputise for the Area Manager and have responsibility to ensure that all staff work within Support in Mind Scotland policies and procedures at all times. I am responsible for managing staff and resources under the direction of the Area Manager, for producing reports that demonstrate we are meeting our outcomes, and will support development and income generation across the Area.

What I do and what I achieve

- I take responsibility for the day to day organisation of services whilst deputising for the area manager
- In partnership with the area manager I plan strategic outcomes and make sure staff are aware of these
- I have oversight of services within the Highland Area and work closely with senior staff who lead services
- I take responsibility for developing and maintaining positive team dynamics to promote good team working
- I prepare reports for the Area Manager as required and ensure these are accurate and of a good standard
- I identify any gaps in services and in partnership with the Area Manager, plan a strategy to meet these
- I work closely with partners across a number of strands to represent and promote Support in Mind Scotland and its services
- I contribute to research and development tasks at service level in support of national research
- I provide professional support and supervision to other Managers and/or senior practitioner staff in my geographic area
- I work within the SSSC guidelines to manage Registered Services
- In keeping with Support in Mind Scotland policies and procedures, I ensure all Health and Safety standards are maintained by a designated member of staff.

Who I am

- I am educated to SVQ 4 level or willing to work towards this level and have the experience to achieve it
- I have a sound theory base of social care interventions including risk assessment
- I identify dilemmas and employ an analytical approach to find solutions
- I have experience in leading a team
- I am enthusiastic to develop my skills by undertaking appropriate training
- I am outcome focussed and can place my role in Support in Mind Scotland in the wider health and social care context
- I am confident in my ability to give presentations to stakeholders
- My report writing is of a good standard
- My IT skills are of a good standard
- I can travel throughout a geographic region as required.

I May Also have

- Experience of working with people affected by mental illness
- Experience of working with families
- Experience of working with groups.

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies.

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.