

**POST:** Statutory Services Manager

**ACCOUNTABLE TO:** Chief Executive

**HOURS:** 36 ¼

**SALARY GRADE:** SCP Scale point 50 to 54

**DATE:** March 2022

**JOB PURPOSE:** To lead and manage our statutory services, including line managing teams. Be part of the management structure of NESS and contribute to the development and smooth running of the organisation.

**KEY ACCOUNTABILITIES/TASKS:**

1. To be the main NESS contact with statutory funders and attend professional meetings as required
2. To have overall responsibility for NESS' Fieldwork team's professional work
3. To equip, enable and support team members to make consistent professional judgements and decisions in line with the NESS values
4. To supervise Senior Practitioners in Aberdeen and Dundee and provide cover during periods of absence
5. To supervise Fieldwork Staff in Angus, Moray and Perth and Kinross, including regular support and supervision and personal annual reviews
6. To supervise Guide Communicators in Angus and Perth and Kinross
7. To supervise other staff as required within the organisational structure
8. To allocate cases on the basis of need, in Angus and Moray
9. To be an integral part of the development work within the organisation and work closely with various stakeholders

10. To attend external meetings and represent the organisation at various events
11. To highlight the needs of people with a serious sensory loss and help them reach their full potential within their local community
12. To be an effective member of the management team, and work with colleagues to develop and implement the NESS strategy
13. To be responsible for managing a budget as specified by the Finance, Governance and Planning Committee
14. To represent the Chief Executive when necessary
15. To keep the Chief Executive informed of significant issues or developments both locally and nationally
16. To prepare reports and attend meetings as and when required
17. To maintain an overview of developments and changes in local and national policies and strategies for people with a sensory loss
18. Contribute to NESS' strategic planning initiatives
19. Contribute to NESS' responses to public tenders
20. Any other duties as directed by the Chief Executive

## **General**

- You are expected to adhere to the organisation's policies and procedures
- Training needs will be identified in discussion with your line manager on an ongoing basis. Employees are encouraged to attend training courses to meet the needs of the organisation as well as personal and job development needs
- Support will be given to you by your line manager during regular supervision sessions and personal development review
- On occasions you will be asked to assist other members of staff in their daily work. This applies for extraordinary situations in times of absences through sickness or unforeseen volume of work and will not be a regular occurrence

- To undertake other such duties as may be reasonably required by the organisation

I accept the particulars of this job description

SIGNED.....

Date.....