

Scottish autism

WHERE AUTISTIC PEOPLE
ARE VALUED

Enabling autistic people to
lead happy, healthy and
fulfilling lives.

Regional Manager Recruitment Pack (Tayside and Orkney)

WHO WE ARE

OUR VISION

A world where autistic people are understood and enabled to lead meaningful and fulfilling lives as valued members of the community.

OUR MISSION

To enable autistic people to lead happy, healthy and fulfilling lives.

OUR VALUES

COLLABORATION

We work with others and value their opinions.

COMPASSION

We work with each other and the people we support with care and kindness.

CHANGE MAKERS

We never stand still, we move positively forward always focussed on quality and being the best.

CONTRIBUTION

We love what we do, we never lose sight of our purpose and the difference we make in society.

ABOUT THE ROLE – REGIONAL MANAGER TAYSIDE AND ORKNEY

Location

Location is flexible and homeworking is possible. The Regional offices are based in Dundee, Kirkwall (Orkney) and our head office is in Alloa. The successful applicant will spend time in our Dundee office but will be required to travel occasionally to all locations and be visible. Therefore, being commutable to Dundee and Alloa is an advantage.

Salary

Appointed	£52,928.00
Confirmed	£53,676.00
Advanced	£56,670.00

This is an exciting time to join Scottish Autism as a senior leader with responsibility for our commissioned and regulated services for autistic adults and young people. Our diverse range of services include education, day and vocational opportunities, residential, supported living, outreach, and specialist transition support. Our people play an important role in delivering quality services and creating a world where autistic people are valued and empowered to fulfil their potential.

Our people work in teams, supporting each other through the challenges and triumphs that happen every day. You will be a valued member of the Regional Leadership Team working collectively to shape and deliver our strategy and play a pivotal role in helping us achieve our mission. You will lead on the delivery of diverse and innovative high-quality services, as well as identify service development and growth opportunities.



The Role

The Regional Manager is a member of the Regional Leadership Team with responsibility for our commissioned and regulated services for autistic adults and young people. Our diverse range of services include education, day and vocational opportunities, residential, supported living, outreach, and specialist transition support. Our people play an important role in delivering quality services and creating a world where autistic people are valued and empowered to fulfil their potential.

As a member of the Regional Leadership Team (RLT), reporting into the Operations Director, this role:

- Works collaboratively to ensure the delivery of Scottish Autism's vision, values and strategic objectives.
- Collaborates with and ensures that the strategy for your area directly supports Scottish Autism's strategy.
- Maintains an external focus and builds appropriate relationships and partnerships.
- Represents Scottish Autism, acting as an ambassador to enhance its reputation.



KEY RESPONSIBILITIES

Strategic Input

- Work with the Operations Director and other RLT members to implement the short, medium and long-term strategies for Autism Services for your Regions.
- Provide strategic advice, information and expertise to colleagues and the Regional Leadership Team, in respect of Autism Services.

Leadership

- To build, maintain and manage a high performing team by providing leadership, role clarity, building autonomy and career development in a coaching and developmental style.
- To build and promote effective cross functional working as a cultural norm.

Delivery and Impact

- To performance manage the Regions suite of service contracts in a way that meets quality, financial and compliance requirements.
- To determine which business development opportunities will be pursued and the tactical approach to be deployed for each opportunity.
- To show visible leadership across the Regions geographical operations, to ensure a well understood vision and a one team culture is achieved.
- To support, develop and performance manage the direct reports in your area.
- To proactively manage the controls and instigate actions required to achieve safe.

Compliance and Control

- Provide appropriate and timely information and metrics, supporting an open and transparent dialogue across Senior Leaders and non-executives, setting high standards of probity.
- Ensure the risks within the Directorate's activities are identified and mitigated effectively and that decisions are made within a robust risk assessment framework.
- Ensure compliance with key policy and procedure in areas such as health and safety; equalities and diversity; data protection; codes of practice and all other statutory requirements, which are routinely checked for compliance.



Performance Management

- Provide support and development to the Autism Services Team to ensure it is structured and resourced to deliver the strategic aims.
- Lead a strong performance culture and commitment to excellence with a focus on end to end quality services.
- Anticipate changes and plan for the delivery of new business and services in line with agreed plans.
- Plan, monitor and analyse key metrics for the day-to-day performance of the operations to ensure timely and efficient completion of tasks.

External Relationships

- Maintain and develop effective professional networks that will add value to Scottish Autism's work and ensure that it is viewed as an influential and reliable partner.
- To work with external partners at a national and local level to raise the profile of Scottish Autism and Autism Services.
- Develop long term relationships with policy makers and sector leaders.

No leadership role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Director of Operations.



PERSON SPECIFICATION

Qualifications

- SVQ 4 in Health and Social Care and Leadership and Management Certificate in line with registration requirements of the Scottish Social Services Council.

Experience

- To have significant leadership experience within the social care sector.
- Experience of being an excellent leader, mentor and coach who achieves objectives identified by supported individuals and staff teams.

Skills/ Approach

We are looking for someone who is:

- Sound communication skills to facilitate engagement with autistic people, their families and external agencies.
- Strong knowledge and confidence in using IT systems.
- Extensive knowledge of Autism and current best practice.
- Experience in successfully influencing and leading change to be a change maker.
- To understand and implement Scottish Autism's policies, Care Inspectorate and SSSC regulation.
- Acts as a change agent, constantly seeking new ideas from the wider sector to improve our services and drive efficiency.
- Is aligned with Scottish Autism's values and is inspired by our vision and mission.
- Would be proud to work for Scottish Autism and who will actively seek to contribute to making life better for the individuals we support and their families, and the colleagues that work with us.
- Is optimistic, tenacious and seeks to solve problems through solutions thinking.
- Recognises the good things they see and is positive and encouraging with their team and beyond.
- Has the ability to reflect and take a big picture view and contribute to the RLT on a wide range of experiences.
- Has the ability to build high levels of trust, openness, honesty, collaboration and support across teams.
- Has strategies for own wellbeing and awareness of others'.



RECRUITMENT TIMETABLE

- Closing Date: Friday 21st April at 12 noon/ midday
- First Stage Interview on 1st or 3rd May 2023 with Chief Executive and Director of Operations at Hilton House, Alloa
- Second Stage Interview on 10th May with Chief Executive and Director of Operations at Hilton House, Alloa
- 45 minute interview
- 10 minute presentation (topic will be detailed in the invite to interview)



HOW TO APPLY FOR THE ROLE

Interested candidates should provide a tailored CV and covering letter to Kirsty.Blair@scottishautism.org

Your covering letter should demonstrate your motivation and passion to work with Scottish Autism as well as giving an overview of your most relevant skills and experience for the role.

You can contact Pauline McDonald, Director of Operations, Pauline.McDonald@scottishautism.org if you would like an informal discussion.

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