

SCOTTISH AUTISM

Embracing difference,
leading change

Regional Manager

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for people with autism of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.

The Role:

Reporting to the Director of Operations, the Regional Manager is responsible for the is responsible for the operational and strategic delivery of a group of services within a region.

Key tasks and responsibilities:

- To undertake where appropriate Registered Managers' responsibilities, ensuring support provision reflects the values,

aims and objectives of the organisation.

- To lead and strategically develop services for autistic people, including new provision and growth.
- To lead and support change management including cultural change.
- To develop local area plans clearly demonstrating strategic vision for the region.
- To coach, lead and develop staff and Services Managers to autonomously deliver high quality support provision in line with Scottish Autism's policies and procedures, Care Inspectorate and SSSC.
- To coach, lead and develop Administrators.
- To ensure service provision is of the highest quality and best practice through reporting on audits and analysis of data.
- To coach Services Managers to identify their individualised learning pathway and work towards achieving the objectives.
- To oversee and manage service budgets, collaborating with the Senior Finance Business Partner to ensure robust financial management of set budgets.
- To devise, implement and review local area budgets in conjunction with relevant Business Partners
- To lead and influence partnership working with Local Authority Commissioners, Care Inspectorate and SSSC.
- To work collaboratively with the Contracts and Commissioning Manager to submit robust tender submissions and ensure all contractual obligations are in place and accurate.
- To proactively develop growth opportunities through negotiations with local authorities.
- To lead on policy development.
- To lead on all safeguarding concerns, ensuring processes are robustly followed and reported as per legislative requirements.
- To develop your own and the team's understanding of low arousal

support, implementing Studio 3 principles, focusing on reducing restraint and achieving Scottish Autism's aspiration of eliminating restraint.

- To build collaborative relationships with internal and external partners to maximise the effectiveness of the service
- To lead and participate in formal complaints and disciplinary processes and other employee relations activity
- To actively identify a personalised learning pathway and engage with and contribute to the 1:1 and review process.
- Other duties and tasks as may be required by the Director of Autism Services.

Skills and Attributes

- To be a good leader, mentor and coach who achieves objectives identified by supported individuals and teams.
- To shape, lead and role model change in line with Scottish Autism's strategic objectives
- Coaching skills to support staff to identify their personalised learning pathway.
- Excellent communication skills with the ability to engage with supported individuals, their families and other stakeholders.
- Demonstrable agility in approach and able to work autonomously.
- Demonstrably good organisational and time management skills to ensure operational deadlines are achieved.
- High levels of accuracy, with excellent attention to detail.
- Skilled in recording information and safeguarding protocols.
- Confident in mediating conflict and having difficult conversations, including offering wellbeing support to others.
- Extensive knowledge and implementation of financial processes to manage service budget, including procurement.

- Confident in making decisions regarding day to day operations as well as longer term planning for the region.
- Representing Scottish Autism to external partners, reflecting our values and advocating for autistic individuals.
- To develop and deliver training as required.

Knowledge and Experience

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