

Job Role Profile

Job Title: Depute Project Manager

Department: Adults

Direct Supervisor: Project Manager

1 Job Purpose:

To assist the Project Manager in the delivery and development of services, either community based supports for people/adults with disabilities living in their own homes/tenancies or within registered settings

To assist the Project Manager in providing line management supervision for a number of Support Workers.

2 Dimensions: i.e. budget, no of staff, areas of work etc.

- Will have a number of direct and matrix reports.
- To provide leadership, management at relevant times.
- May at times provide direct support to the people supported by the service.
- To ensure that all members of staff (including matrix reports) receive the highest calibre of professional support and supervision.
- To contribute to the formation of operational policy and to the development of practice within the service.



- To help to develop a co-operative relationship with all other relevant agencies to maximise the potential benefit to those supported by the service.
- To ensure that all those supported by the service receive the best possible service at all times.
- Shared responsibility for working within the budget limitations of the service and for petty cash.

3 Key Objectives and Accountabilities:

- Participate in the recruitment process for new staff and deliver a comprehensive induction process.
- To participate in supervision sessions with the Project Manager and directly supervise and provide supervision sessions and annual appraisals for other designated members of the team (including and not limited to project workers, relief staff, students and volunteers).
- To participate actively in team meetings, handovers and all other forums aimed at developing policy and practice within the service.
- Ensure (in partnership with rest of management team) the service is adequately staffed and maintain the staff rota. This includes managing project staff annual leave.
- To undertake all duties delegated by the Project Manager.



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- To work directly with those referred to the service, offering support , training and counselling, using the widest range of individual and group methods where appropriate
- To record all work undertaken to a high standard of accuracy and detail.
- To evaluate, undertake, allocate and (when appropriate) facilitate appropriate in-service or external staff and team development and training programmes, as may be required.
- Where appropriate, to participate on and maintain the on-call rota (including senior on calls)
- To work within Quarriers' professional and administrative policies and practice guidelines.
- Responsible for chairing and effectively managing in house reviews and ensuring manageable outcomes, as well as representing the service at interagency and commissioning meetings.
- Liaising with and maintaining good working relationships with outside agencies including other social care and health providers
- To have good working knowledge of adult and child protection legislation and local reporting guidelines.
- Lead the team in undertaking robust risk assessment tasks.
- You are required to participate in the out of hours on call system when required.



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4 Key Performance Outcomes and Measures:

- Working within and adhering to the relevant National Care Standards
- Ensure staff meet the requirements of the SSSC Codes of Conduct
- Support staff to meet and maintain qualification requirements necessary for SSSC registration
- Ensure project complies with Care Inspectorate requirements and contribute to the inspection process.
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5 Knowledge, Skills and Experience necessary for the role:

- Relevant qualification (equal to level 7 of SQA)
- Experience of working within relevant services
- Knowledge of issues related to service users
- Experience of directly supporting vulnerable people
- Time management skills (including ability to prioritise tasks, organise own time and effectively manage own diary)
- Sound Leadership skills
- Understanding of supervisory role in social care and ability to supervise staff
- Professional, supportive, person-centred approach
- Ability to make decisions, often under pressure and take ownership of own decisions
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6 Key Relationships:

- Direct/Matrix Supports: Inspire, motivate and lead staff, enabling them to carry out effective support. Ensure regular, quality supervision is carried out. Lead and manage discussions around how best to support those referred to the service.



- Senior Internal Stakeholders Daily contact with Project Manager who is responsible for delivering effective, regular supervision to this role. Support Project Manager in tasks associated with running the service.
- External Contacts Manage and chair reviews and interagency meetings with outside agencies, liaise on a daily basis with other agencies to maintain good working relationships and best possible care for those supported by the service

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