



Being an Assistant Locality Manager

Job description, person specification and other information on why joining the Dimensions team is a great choice to make!



We are Dimensions

As one of the country's largest not-for-profits, we are driven by our values. People with learning disabilities and their families are at the heart of everything we do and we want every person we support to have a great life, with excellent outcomes. We couldn't achieve that without all the great operational colleagues who join our Dimensions team. It all starts with you!

Already experienced with support work, perhaps already working as a lead support worker? Assistant Locality Managers, whether recruited internally from Dimensions own colleagues or externally from other organisations are afforded with the required support, training and qualifications to take the next step up to Locality Manager level. Although this role is also a fantastic opportunity to spend time working within services and off rota and many enjoy remaining at this level. Whatever your preference, this is a great opportunity not to be missed.

Our values

We are a values based employer. We shortlist and appoint candidates based on how they demonstrate that they share our values:

- **Ambition:** helping people be the best they can be
- **Courage:** being brave enough to make a difference
- **Integrity:** being honest and fair in all the things we do
- **Partnership:** working with other people to make a bigger difference
- **Respect:** treating everyone fairly and knowing that everyone's voice is important.

Why Dimensions?

Why come to work for Dimensions in particular, when there are many other social care providers out there?

- One of the key answers to this is that we're an organisation that sets the standards for our sector.
- We can offer great opportunities for career development and offer sector-leading training programmes and qualification opportunities.
- We are an inclusive employer, valuing the diversity of our workforce, being respectful of differences and making reasonable adjustments to ensure people reach their full potential.

- We also have a great range of employee benefits, from our Rewarding Dimensions discount scheme and our comprehensive Employee Assistance Scheme, to childcare vouchers, a bike to work scheme and loans for commuter season tickets.
- What's more, as a support worker, you will be joining Dimensions at a really exciting time. We are a social care provider at the very cutting edge of support provision with a genuine commitment to be the leader within its sector.
- We base what we do and who we are on our values, which are real and we genuinely care.
- You will be very welcome in the Dimensions team as a valued colleague.

Personalisation

Dimensions was one of the pioneers of personalised support. Person-centred thinking is a set of values, skills and tools to get to know someone and discover what they find important and what they want out of life.

Matching our employees according to cultural needs, preferences and beliefs, skills, hobbies and interests helps make sure we can deliver truly personalised support.

Introducing Activate

We have created a new, award-winning model of support called Activate.

It is an evidence-based, outcomes-focused support model built around eight 'domains' of support, and brings decision-making closer to the people we support.

Activate involves teaching new skills and enabling people to try new experiences, which our research has proved is the best way to deliver measurable improvements in quality of life.

On top of this, colleagues who have used the Activate approach reported an increase in job satisfaction.



What does it involve?

Assistant locality manager's job description

Introduction

Joining the Dimensions team as a assistant locality manager, you will be given support and leadership from a locality manager.

Purpose of the role

As an integral part of the local management team, the assistant locality manager will support the locality manager to ensure we provide a high quality service to the people we support. You will work closely with your manager to ensure that services within your locality are delivered in a way that puts the people we support at the center of their support, promotes rights, choice, dignity and diversity and follows our principles of personalised services.

You will undertake a variety of delegated management tasks to be performed during your off-rota time (exact time defined by the number of support hours managed by the locality manager) and will deputise for the locality manager during his/her absence.

Core duties

Service delivery

- Ensure that the people we support are fully involved in all aspects of the planning of their support. This includes developing their support plans and reviewing how well the support they receive is working.
- With direction and input from your locality manager, and with reference to the principles of staff matching, you will ensure that rotas are designed and developed to meet the needs and wishes of the people we support.
- Ensure that rotas are inputted on the Dimensions Time Management System and always maintained, as far as reasonable and practicable, no less than four weeks in advance.
- Ensure the rights of people we support are promoted and respected at all times

in compliance with the Human Rights Act, Mental Capacity Act and all Deprivation of Liberty guidelines and Dimensions policies and procedures.

- Promote and maintain positive and productive relationships with family members, and wider circles of support, to foster an environment of partnership working in line with our Family Charter.
- Ensure the safety and wellbeing of the people we support in line with Dimensions safeguarding policies, statutory requirements and local authority protocols.
- To be accountable for, in conjunction with the locality manager, the safeguarding of people we support in line with Dimensions safeguarding policies, statutory requirements and local authority protocols.
- Act as an exemplary role model in your approach to support work, ensuring Activate principles are properly implemented.
- Provide leadership and champion change amongst the staff team by embracing new ways of working to ensure the plans set out within Dimensions Personalisation Journey are achieved.

People management

- Assist the locality manager in the recruitment of highly motivated and capable team members and contribute to their management in line with Dimensions policies and procedures.
- Build and maintain effective relationships with team members so that your teams can operate effectively and are highly engaged in delivering a good service to the people we support, particularly Activate.
- Support the locality manager to monitor and manage the performance of individual team members, including their capability, sickness levels and compliance with mandatory training.

- Promote a team culture where the team are confident in taking accountability and making decisions on routine matters.
- Review and discuss team performance issues with the locality manager to secure improvements, engaging support and advice from HR colleagues as appropriate.

Compliance

- Assist the locality manager to ensure compliance with both internal and external regulatory requirements through regular observations of team members, and respond to audit recommendations.
- Assess and manage potential risks to the people we support, staff and the working environment by supporting the locality manager to carry out appropriate risk analysis and assessments which meet statutory requirements and as are set out in Dimensions policies and procedures.
- Ensure that the Health and Safety requirements are adhered to in line with Dimensions policies and procedures.
- Ensure that all information is recorded and stored in compliance with Data Protection requirements and Dimensions policies and procedures.

Financial management

- Understand the requirement of the contract(s) and deploy resources to ensure the delivery of support within agreed budgets.
- Assist the locality manager to ensure that all financial records for service transactions are maintained in line with statutory requirements and Dimensions policies and procedures.
- Support the management of resources within the service to ensure achievement of predicted budgetary performance.

Other requirements

In addition to the above, an assistant locality manager is expected to:

- Be prepared to work flexibly. This could include working some weekends, waking nights or sleepins if required and bank holidays. This will be discussed with you during the interview process and you will be matched to people we support in line with hours and patterns of shifts you are able to work.
- Complete all required training either by e-learning or attending courses.
- Adhere to our policies, procedures and standards as published.
- Keep information about the people we support, colleagues and the company confidential.
- Be able and willing to wear all necessary PPE (personal protective equipment) such as surgical facemasks, gloves and aprons as required by Dimensions policies.
- We want you to develop professionally. This means that you are expected to get involved and contribute in meetings, work towards gaining qualifications, attend training courses and be willing to learn new things and ways of working.

Please note that this is a generic job description and person specification and should be read in conjunction with the personalised advert for this vacancy, which will outline other more specific duties of the role and requirements of the candidate.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role of assistant locality manager in Dimensions.



Do you have what it takes?

Assistant locality manager person specification

Here is what we're looking for. Unless otherwise stated, we'll look for these qualities when we shortlist and then confirm them when we meet you.

Ambition

It's essential that:

- You're committed to our values and the continuous improvement of our services.
- You can demonstrate commitment to own personal development.
- You can self-motivate, as you will not always work alongside your line manager.
- You can take action without direct line management input.

It's desirable that:

- You can demonstrate experience of managing, developing and motivating team members in order to delivery quality services to the people you support.

Courage

It's essential that:

- You can demonstrate experience of risk management
- You have the ability to delegate
- You are assertive, confident, and have the ability to initiate action when required.

Integrity

It's essential that:

- You have knowledge and understanding of the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS).
- You have the ability to evaluate and critically assess situations.

It's desirable that:

- You have knowledge and understanding of the Health and Social Care Act 2008.
- You have knowledge and understanding of CQC/CSSIW guidelines and reporting requirements.
- You have an understanding of requirements of the CQC/CSSIW and/or Homes and Community Agency.

Partnership

It's essential that:

- You have the ability to influence and negotiate.
- You are customer focused and address the needs of internal and external customers.
- To be willing work across the organisation, attend meetings which may require overnight stays.

Respect

It's essential that:

- To demonstrate a commitment to equality, diversity, inclusion and the values of Dimensions.
- You work flexibly to accommodate the needs of the locality and/or business.

Other requirements

It's desirable that:

- You have a Diploma Level 3 in Health & Social Care / Leadership and Management for Care Services (or equivalent).
- Have completed or willing to complete Management Development training.
- Hold a valid driving license.
- You have the ability to communicate effectively (both written and verbally).



Our benefits

Our sector-leading package of colleague benefits really builds up... Your benefits can be worth up to £1,220 per year.

Your reward

- Competitive salary.
- 30 days annual leave entitlement (including bank holidays), rising to 35 days.
- Pensions, including a money purchase scheme with employee and employer contributions.
- An occupational sick pay scheme.
- The opportunity for flexible working.

Looking after you

- Free access to the Employee Assistance Programme (EAP) with a 24/7 helpline for advice – also available to family members.
- A comprehensive wellbeing strategy and listening network.
- Free death in service life assurance cover.

Valuing you

- Discounts and cashback on shopping through Rewarding Dimensions.
- Recognition of excellence in our Inspiring People awards.

- £200 bonus for recommending a friend to work for us if they're employed.

- You may also benefit from a work mobile phone, our bike to work scheme, season ticket loans, and more.

Your development

- We provide a thorough induction and training programme when you join us.
- In addition to regular 1-2-1s and annual appraisals, we'll help you develop and progress your career.
- We've invested to provide you with free, ongoing access to a huge range of training and support to help you develop.

Moving on up

- We offer fantastic career development opportunities and have a 'promote from within culture'.
- Aspire, our award-winning career development programme, will support to you to develop the skills, confidence and experience to progress your career within the Dimensions Group.
- We provide financial bonuses every five years through our Long Service Awards.



“I love working for Dimensions and knowing that I’m making a real difference to the people we support every day.

With the range of benefits and the person-centred values of the organisation, I feel supported at work, while I’m supporting others.”



Proving life can get better

Dimensions provides evidence-based, outcomes-focussed support including sector leading positive behaviour support for people with learning disabilities, autism and complex needs. We help the people we support to be actively involved in their communities.



Contact us

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Find out more

www.dimensions-uk.org

Find us on social media @DimensionsUK

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