

## **Mid West Simon Community: Clare Regional Manager** **(<https://www.activelink.ie/node/112736>)**



### **Job Title: Clare Regional Manager**

**Reports to:** Head of Services and Quality

**Location:** Various locations in Clare

**Contract:** Full-time Permanent - (subject to funding)

**Salary Details:** TDB – Dependant on experience

### **Principal Duties And Responsibilities:**

#### **The post holder will:**

- Promote the recognition of, and respect the rights of, people at all times.
- Provide management supervision for team leaders in Clare services
- Take the lead on some projects and initiatives and ensure key objectives are met
- Develop quality assurance monitoring procedures for all aspects of the Clare services.
- Develop positive working relationships with professional staff/relevant agencies (statutory and non-statutory).
- Respond to emergency service situations, on occasions, that might arise outside of normal working hours
- Participate in an out of hours on call system.
- Provide strategic, management leadership and direction to all staff and related services which results in the delivery of effective, efficient, quality assured services which are person centred, inclusive, and participative employing an individualised approach.
- Develop a shared sense of commitment and participation among staff in the management of change, the development of the services and in responding to the individual needs of service users.
- Develop, maintain and review the organisational structure within the context of overall organisational objectives.
- Contribute to strategy and policy on practice development, education and professional duties imposed by statute or determination.

### **Financial Management**

- Take responsibility for the management of all aspects of all budgets and ensure all governance arrangements are implemented in this regard.
- Participate as a key manager in the overall financial planning of the organisation, including the assessment of priorities in pay and non-pay expenditures.
- Ensure expenditure is controlled within budget and identify the potential for efficiency saving through improved practices and innovation.

### **Human Resources**

- Be proactive in the identification of future staffing requirements and provide details of staffing levels, rotas, etc required to determine budgeting requirements in consultation with Head of Services and Quality, HR and Finance Department.
- Conduct quarterly performance reviews with all staff
- Supervision of Personal Development Plans or any other approved supervision system within the area of responsibility as a means of positively developing individual staff skills required to deliver a quality service.

- Ensure formal communication systems are in place in order that effective working relationships are developed and maintained in your area of responsibility.
- Participate in the operation of the Bright HR, and Time Management and Attendance system within the area of responsibility.
- Liaise with HR to ensure staff are managed and supervised.
- This will include:
  - Motivation and Leadership of staff
  - Communication of clear expectations and direction to staff
  - Resolution of local staff relations difficulties
  - Management of probation, appraisal, staff attendance and absenteeism and any other performance related issue.
  - Identification of training and development needs of staff
  - Implementation of approved skill mix
  - Deployment of staffing resources in line with approved budgets

## **Service User's Needs**

- Be responsible for ensuring a multi-disciplinary team-based approach within the relevant area to formally assess, monitor, and evaluate service users' needs at regular intervals in line with policies and strategy and in line with the individual person-centred plans.
- Be familiar with and comply with Admission, Discharge and Transfer policies.
- Ensure that each service users Human Rights are considered at all times.
- Be familiar with and comply with policies, procedures and guidelines, including MWS Safety Statement, Children First, Client Protection, Dignity, Respect and Equality in the Workplace, Staff Handbook Policies as well as all other quality and operational procedures in MWS centres and ensure that staff in your area of responsibility are aware of these.

## **Health And Safety**

- Implement MWS Safety Statement and related policies.
- Be familiar with the relevant Ancillary Statements and ensure that the Ancillary Statements for all centres are up to date and that the relevant drills and procedures are carried out and notified to the Health, Safety and Risk Management Officer.
- Quality Management Information System (QMS) - Monitor and review all accidents and incidents, utilising QMS and any other system as introduced by MWSC

## **Training And Education**

- Liaise with HR Manager to ensure that all new members of staff partake in an induction programme as soon as is practicable.
- Be fully informed regarding current developments and best practices for the service; attend appropriate lectures, training and other courses as necessary and disseminate the relevant information to staff.
- Encourage the development of staff skills, experience and provide support, direction and advice to staff as appropriate.

## **Administrative And Other Duties**

- Ensure accurate records and reports are maintained on service users' and other filing systems, as required, in line with MWS policies on service user filing, etc and consistent with the requirements of Data Protection and Freedom of Information Acts 1997 & 2003.
- Ensure that all units in your area of responsibility are maintained to high standards. It is important that inspection of services is carried out.
- Participate in IT initiatives, Quality Management, and performance management in line with MWS policy or any other system introduced by MWS.
- Prepare accurate payroll reports and ensure all staff records are kept up to date
- Participate as a core member of the Management Team and contribute to the preparation of plans and reports services.
- Ensure that modern standards of care for service users are in operation and that regular monitoring of the quality care provided is undertaken through audit.
- Develop a philosophy for care and social inclusion which reflects MWS commitment to the provision of a high standard of service.

## Minimum Requirements

- Minimum Level 8 Degree and preferably a postgraduate qualification in a relevant area Proven practical experience or similar experience in a role at this level for a minimum of 2 years.
- Excellent administrative and communication skills.
- Full current driving licence including access to own transport.

## Additional information:

- 21 days paid holidays up to a maximum of 25 for each year of service
- 1 gifted day for your birthday and 1 Christmas Shopping Day.
- Pension entitlement after 1 year service
- Access to Employee Assistance Programme.
- Maternity benefit entitlement after 1 year service
- Flexible working hours

**Email CV & Cover letter to [recruitment@mwsimon.ie](mailto:recruitment@mwsimon.ie) (mailto:recruitment@mwsimon.ie) by 1pm January 10th 2025.**

Mid-West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.

Mid-West Simon Community Projects are funded by Limerick City and County Council, Clare County Council, the HSE and DECIDY.

### Region

Co Clare

### Date Entered/Updated

17th Dec, 2024

### Expiry Date

10th Jan, 2025

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