



Main

You'll be responsible for recruiting new Shared Lives carers in the Lincolnshire area:

- assessing whether potential Shared Lives carers are right for the role;
- being an **applicant's** go-to person for anything they need during the recruitment process;
- writing up accurate, high-quality reports about the people you think will make great carers so that our independent recruitment panel can weigh things up;
- presenting the people who you think will make ace carers to our recruitment panel;
- working to communications and development plans to help promote becoming a Shared Lives carer, working with the recruitment manager, service managers, development and innovation manager and the PSS communications team;
- working to set key performance indicators (KPIs) and targets; and
- finding new ways of developing Shared Lives within existing and new areas.

SCOPE OF JOB AND FOCUS OF ROLE

- Service delivery 50%
- People management and relationships – 30%
- Sustainability and business development – 10%
- Finance and resource management – 10%

TERMS & CONDITIONS

Contract Type

This is an unlimited contract.

Salary

£23,400. This salary is equivalent to PSS Fixed point 31.

Disclosure

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

Hours

37 hours per week

Location

10b Market Place, Sleaford, Lincolnshire, NG34 7SR & in the community.

Annual Leave

27 days per year. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

Pensions

PSS operates an Occupational Pension Scheme with The **People's Pension**.

Conditions of Service

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
- d) An Enhanced Disclosure. Please note that having a criminal record does not automatically disbar you from working with PSS.

KEY RESPONSIBILITIES

Service delivery

- **You'll** be the person responsible for planning, prioritising and organising the recruitment of brand new PSS Shared Lives carers to achieve set KPIs and targets.
- Guiding and supporting potential Shared Lives carers through the approval process, **you'll** build a fab relationship with the applicants coming forward, using your customer service skills to be there for them every step of the way.
- Involving the people we support in the carer recruitment process will be an important part of your role - after all, the people who know what makes a great carer are the people we support.
- **You'll** do detailed assessment reports about people you think will make great carers, presenting them to the independent Shared Lives assessment panel.
- Service reports show us how **we're** doing. **You'll** need to contribute to those, presenting information in a positive way.
- Identifying Shared Lives **carers'** training needs, making sure they have all the knowledge and information they need to do a great job - and making sure any training or development given to them is right for them and in line with contractual obligations and best practice.
- You might need to contribute to or facilitate Shared Lives carer meetings, listening to what carers have to say about any issues **they're** experiencing, identifying areas for improvement.
- **You'll** spend some time working with local authorities to match people who would really benefit from our service with a PSS Shared Lives carer who could meet their needs.
- **It'll** be your job to keep up-to-date with developments within Shared Lives, making sure our standards of service are maintained and improved all the time.
- **You'll** build positive relationships with health and social care professionals and other external agencies involved with the recruitment of new Shared Lives carers and Shared Lives service development.
- There may be times when we need you to maintain the Shared Lives arrangement by supporting and monitoring both the carer and the person **they're** supporting on an ongoing basis to check **everything's** going to plan and **everyone's** happy.

People management

- **You'll** recruit and support new Shared Lives carer applicants, making sure **they've** got a clear understanding of their roles and responsibilities and the quality of standards that must be achieved.
- **You'll** help induct new Shared Lives applicants to help them prepare for their brand new roles, giving them practical and moral support while they get ready to start.

Sustainability and business development

- Working with your manager, **you'll** look for any ways we could improve our carer recruitment forms and promotional material.
- **You'll** look for innovative ways to develop the Shared Lives service.
- **You'll** work to communications and development plans to help promote becoming a Shared Lives carer and attract new applicants, working alongside PSS colleagues.
- **You'll** take part in internal and external networks, operational groups and forums.

Finance and resource management

- **You'll** provide information that might be needed by service managers or head of services, within target deadlines.
- **You'll** make sure that all relevant information, databases and spreadsheets are kept current and correct.

SERVICE SPECIFIC RESPONSIBILITIES

- **You'll** oversee the recruitment of Shared Lives carers.
- **You'll** identify the right promotional opportunities, working alongside the communications team.
- **You'll** develop the service within existing and new areas in liaison with the communications team.

ADDITIONAL DUTIES

- **You'll** take part in developing objectives and plans for not only yourself, but for your team and the wider Shared Lives team.
- **You'll** go to staff performance management and learning and development reviews to help you be the best you can be.
- **You'll** need to be flexible in how you do your work and do any other bits of work that we think are appropriate for your role.
- All jobs might change from time-to-time and this job description will be reviewed regularly.

JOB DESCRIPTION

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

Person Specification

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = certificate copies
Attitude		
A proactive and self-motivated approach	E	A I
Self-belief and drive, with a ' can do ' attitude	E	A I
Flexibility, ability to see a need for change and respond to it	E	A I
Self-aware and takes responsibility for results	E	A I
Commitment to, and demonstration of, the PSS values and their application to the delivery of quality services.	E	A I
Knowledge		
Knowledge of Shared Lives	D	A I
Understanding of person-centred approaches in care	E	A I
Understanding of social care commissioning and monitoring processes	D	A I
Understanding of approaches to quality and continuous improvement	D	A I
Knowledge of relevant legislation/guidance, policy/procedures & regulations that apply to adult social care	E	A I
Understanding of health and safety management in a home environment	D	A I
Skills		
Ability to plan, schedule and monitor work to meet key performance indicators and targets.	E	A I
Excellent inter-personal skills	E	A I
Excellent verbal and written communication skills	E	A I
Ability to motivate and engage stakeholders to promote positive outcomes, quality and continuous improvement.	E	A I
Ability to build effective relationships with internal and external stakeholders	E	A I

Ability to promote the service at all times	E	A I
IT skills – Word, Outlook, Teams	E	A E
Confidence in using social media	D	A E
Experience		
Experience of working with people who use services in the development of those services	D	A I
Experience of staff management/supervision	D	A I
Experience of working positively with health and social care professionals to deliver positive outcomes	D	A I
Experience of collaborative working/developing partnerships with external agencies	E	A I
Experience of writing assessments or reports	E	A I E
Experience of working in a self-directed way	E	A I
Qualifications and training		
Level 3 Diploma in Health and Social Care or relevant professional qualification in social care or health, or be willing to work towards this	E	A C
Full driving licence and use of car	E	A