

Job Specification – Night Manager

<p>Statement of Purpose</p>	<p>Aurora Vision Statement: Enable people with complex needs to experience the same rights as every other citizen and as equal members of the community.</p> <p>Aurora Community Services will enable a supported self- directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.</p>
<p>Job Title</p>	<p>Night Manager (CNM2)</p>
<p>Salary</p>	<p>Salary: As per HSE consolidated pay scales (commensurate with experience)</p>
<p>Location</p>	<p>You will be employed by Aurora Services, which includes all services run by the organisation; you will be required to work from a community location in accordance with the needs of the service.</p> <p>The exact location will be agreed with the Director of Services.</p>
<p>Purpose of the Role</p>	<p>Aurora has transitioned from a congregated setting to community-based supports. As we have evolved during this transition period this role is pivotal in further supporting the development of responsive community services. We are looking for people who are natural leaders and who espouse the values of Aurora.</p> <p>The successful candidate will be responsible for overseeing and monitoring the implementation of the Personal Plan Framework across Aurora during night time as a continuum of the People supported daily needs.</p> <p>We are looking for candidates who are committed to supporting people with disabilities to ‘live their best lives’ in a person centred, community based, socially inclusive manner in accordance with our core values, national standards, and underpinned by quality, best practice and research.</p> <p>The post holder will have overall responsibility for oversight and governance of Aurora Service at night.</p> <p>The post holder will be expected to lead, manage and oversee Nurses, Social Care Workers, & Health Care Assistants on a nightly basis.</p>
<p>Reporting Relationship</p>	<p>Reports to the Director of Services or his or her designate</p>
<p>Key Working Relationships</p>	<p>The Night Manager will work and interact with the following:</p> <ul style="list-style-type: none"> • The people we support • Support staff (nurses, social care workers, supports workers etc) • Others Service Managers • WCI Managers, DON, ADON • Senior Management • Multi-Disciplinary Team • Relevant support functions such as HR, Finance, Maintenance, Health & Safety, and Quality etc. • External stakeholders

<p>Principal Duties and Responsibilities</p>	<p>Under the direction of the Director of Services, the Night Manager will carry out their duties according to:</p> <ul style="list-style-type: none"> - National and regional HSE guidelines - Local policies, protocols and guidelines - Current legislation as it applies to the role <p><i>The Night Manager will:</i></p> <p>Take a leadership role in promoting the vision and values of the Service in accordance with the philosophy and ethos of Aurora.</p> <p>Promote a culture of participation, integration and co-operation to ensure information is communicated to and shared with all who work in the Service.</p> <p>Ensure active presence across Aurora designated centres during the night, providing On the Job mentoring, inductions, coaching, auditing, and any other identified duties as necessary.</p> <p>Manage, motivate, develop, performance manage and lead the staff members within the Areas of responsibility.</p> <p>Ensure the appropriate resources are provided to ensure a safe and effective service.</p> <p>Be responsible for ensuring the efficient and effective management of the budget allocation and staff ceilings approved for the services within the Area assigned.</p> <p>Participate in the risk management process ensuring effective risk identification, proportionate measures and monitoring.</p> <p>Ensure adherence to all HSE Vulnerable Adults policy and practices.</p> <p>Ensure the Director of Services, ADOS and Wellness, Culture & Integration Managers are fully informed of all matters relating to regulatory compliance.</p> <p>Drive the Quality and Safety Management systems in the Area of responsibility, including the involvement of the people who use our Service.</p> <p>Ensure that the provision of a high standard of care and support to all the people who use Aurora Service are in line with regulatory requirements, best practice and the related standards as defined by the Health Information and Quality Authority (HIQA).</p> <p>Ensure that arrangements are in place to meet the needs of each of the people who use our Service by providing appropriate, evidence-based supports including, where required, therapeutic interventions, as part of the personal planning process.</p> <p>Work with the Director of Services or his or her designate to develop the strategic responses, ensuring that there is a fit between the strategy, culture and practice within the Service.</p>
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<p>Professional Expectations:</p>	<p>All employees of Aurora have a duty to abide by:</p> <ul style="list-style-type: none"> • Statutory legislation in particular but not exclusively the Health Act 2007 • National and Aurora agreed Policies and Codes of Good Practice, including Safeguarding Vulnerable Persons at Risk of Abuse, Confidentiality & Data Protection, Infection Control, Medication Management • Notification of accidents and other Health and Safety requirements in compliance with Aurora’s agreed policies and practises • Fire precautions • Health & Safety • Equal Opportunity principles • Requirements to attend training as and when required
<p>Essential Qualifications / Experience / Criteria</p>	<p>Candidates must have:</p> <ul style="list-style-type: none"> • A qualification in Nursing i.e. RNID/dual qualification and be registered with the Nursing & Midwifery Board of Ireland (NMBI) plus • A qualification in Supervisory Management (preferably level 6 or above) <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 3 years supervisory or management experience in the area of Health Care or Disability Services • Passion for innovative solutions and process improvement • Excellent analytical skills and ability to make sound decisions with a well-reasoned rationale • Proven organisational and time management skills to meet objectives within agreed timeframes and achieve quality results • Evidence of effective planning including an awareness of resource management and the importance of value for money • The ability to lead the team by example and supporting individuals as required in the delivery of service excellence • Strong interpersonal and networking skills including strong written communication skills • Must be able to interface at all levels of the organization, maintain relationships with colleagues and other stake-holders to achieve results through collaborative working • Must work co-operatively with senior management colleagues • Experience in using a Time Management System is desirable but not essential • Experience in overseeing rostering • Working knowledge of all relevant legislation and HIQA Standards and a proven ability to implement standards and regulations. • Aurora’s strengths are recognized as - Bias for action, strong work ethic, desire to achieve excellence and huge amounts of drive

	<p>Health In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Satisfactorily undergo Garda vetting procedures prior to commencing</p> <p>Essential Full clean driving licence and own transportation</p>
<p>Skills, competencies and/or knowledge</p>	<p><u>Professional Knowledge & Experience</u> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> • Knowledge of person-centred community-based support • Knowledge and experience of community development • Knowledge of Disability Services, policy and planning processes • An ability to provide creative and innovative approaches to current practices and an awareness of current best practices • A working knowledge of and competence in use of Word, Excel and Email <p><u>Planning & Organising:</u> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> • Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results • Evidence of effective planning and organisational skills including an awareness of resource management and the importance of value for money • The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapidly changing environment • The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes while adhering to quality standards. <p><u>Critical Analysis, Problem Solving & Decision Making</u> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> • Excellent analytical, problem solving and decision-making skills • The ability to quickly grasp and understand complex issues and the impact on service delivery by innovative problem solving • Ability to make sound decisions with a well-reasoned rationale <p><u>Building and Maintaining Relationships including Teamwork & Leadership Skills</u> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> • The ability to build and maintain relationships with colleagues and other stake-holders and to achieve results through collaborative working • The ability to lead the team by example and supporting individuals as required. • Flexibility, adaptability and openness to working effectively in a changing environment • An ability to support, develop and empower people in a challenging environment and within existing resources

Communication & Interpersonal Skills

Demonstrate:

- Actively engaging with the people, we support and their families
- Excellent communication, interpersonal and networking skills
- Ability to interact in a professional manner with other staff and all stakeholders
- Ability to work co-operatively with and influence senior management colleagues to drive forward strategic improvements
- Strong written communication skills including the ability to prepare and present reports.

Commitment to a Quality Service

Demonstrate:

- Evidence of incorporating the needs and wishes of the people we support into service delivery
- Evidence of practicing and promoting a strong focus on delivering a high-quality service delivery
- Evidence of commitment to personal and career development