



Job Summary Overview

Job title	Registered Team Manager (YPSA In House Services)
Career family	People Care
Professional pathway	Social Care and Education
Career family level	Operational Manager / Senior Manager (Tier 5a)
Grade	15
Reports to	YPSA Area Service Manager
Financial responsibility	Budget responsibilities up to £1m Responsibility for pay and managing salary information for staff members within their operational area Responsibility for forecasting, management on internal systems for cost centres under the operational area Supporting management of income accounts and end of year closedown Accountability for the operational area's cost centres and finances Working closely with other operational managers and service managers to ensure effective overall financial planning of the service P-Card approval spends of £500.00
Supervisory responsibility	Up to 2 direct report (Assistant Team Manager) and up to 17 Support Staff in the YPSA in House Service. Support recruitment, induction, training, and appraisal processes, ensuring staff meet mandatory requirements and professional standards Lead and coordinate day-to-day operations, including shift leadership, staff induction, and supervision Mentoring, coaching and training of new team members
Reference number	



The Operational Manager for Young People's Supported Accommodation (YPSA) plays a pivotal role in leading and managing high-quality housing and support services for vulnerable young people aged 16–18 who are at risk of homelessness. The post holder ensures that the service delivers safe, nurturing environments that promote independence and positive outcomes, in line with Oxfordshire County Council's principles, statutory requirements, and Ofsted regulations. This role provides strong leadership to staff, oversees day-to-day operations, and ensures compliance with safeguarding, health and safety, and financial protocols, while fostering collaborative relationships with internal and external partners.

Key responsibilities:

- Provide effective leadership and management of staff, ensuring supervision, development, and performance in line with Council policies.
- Oversee day-to-day operational delivery, including rota management, resource allocation, and ensuring safe staffing levels.
- Ensure compliance with safeguarding policies, regulatory frameworks, and Ofsted requirements, addressing risks promptly.
- Manage budgets and resources effectively to achieve service objectives and maintain high standards of accommodation.
- Promote positive outcomes for young people through partnership working with health, education, and social care professionals.
- Maintain robust systems for monitoring service performance, health and safety, and continuous improvement.
- Support service development initiatives, staff training, and contribute to inspections and quality assurance processes.
- Participate in mandatory training and maintain an up-to-date enhanced DBS.
- Act as part of the on-call rota, providing operational support across the YPSA service when required.
- Responsibility for purchasing items via the council's P card and adhering to the financial controls and governance as required.

Specific requirements	Essential <i>Mark with ✓ ▪</i>	Desirable <i>Mark with ✓ ▪</i>
A recognised and relevant professional qualification in children's services, to a minimum of level 5 in leadership and management of children's services or willing to work towards.	✓ ▪	
Registered with Ofsted and passing an Ofsted fitness interview	✓	
Knowledge and experience of operational processes relating to housing management, funding and benefits	✓ ▪	
Knowledge of Young people's Rights issues	✓ ▪	
Working knowledge of relevant Legislation, Supported Accommodation Regulations and Guidance (inc Children Act 2004, Care Act 2014, Children and Families Act 2014).	✓ ▪	



Understanding of causes of behaviour in young people and behaviour management techniques	✓▪	
Experience of supervising staff for 2 years within the last 5 years	✓▪	
Ability to translate the strategic vision into operational procedure and practice, securing individual and team ownership.	✓▪	
Experience of the formulation and implementation of risk assessment/risk management function in relation to operational delivery	✓▪	
Engaging young people and other stakeholders in the development of services	✓▪	
Experience of monitoring the performance of services and the ability to identify and implement actions for service improvement.	✓▪	
Ability to act as designated lead for safeguarding, risk management and welfare promotion for young people and staff	✓▪	
Ability to assist the YPSA Service Manager/Nominated individual with performance/facilities management and financial data to prepare forecasts and monitor and manage budgets against agreed plans.	✓▪	
Competent in writing reports in a variety of disciplines	✓▪	
High level of interpersonal skills	✓▪	
Understanding of managing young people's needs and issues affecting independent living	✓▪	
Ability to access a variety of work locations independently and ability to attend work regularly and on time	✓▪	
Demonstrate aspiration, motivation, commitment, flexibility and interest in supporting young people towards independent living and in response to changing requirements	✓▪	
Lead by example, through role modelling the behaviours and practice expected of staff across all levels of the Service.	✓▪	
Confront and deal promptly with inappropriate language or behaviours, including bullying, harassment or discrimination	✓▪	
Flexibility in working arrangements/hours to meet operational requirements including responding to emergencies and overnight stay in exceptional circumstances.	✓▪	
Social work qualification or level 5 Diploma in leadership and management of children's residential services		✓▪
Experience of managing, and taking staff through disciplinary and performance management processes		✓▪
Experience of working in a senior capacity in a residential setting or supported housing services with young people		✓▪
Experience of managing a dispersed team operating across multiple locations		✓▪
Delivery of evidence-based programmes.		✓▪
Experience as a manager of supported housing/accommodation services.		✓▪



- The post is not politically restricted.
- Full driving license with business insurance required to be able travel and work from various office locations within the county.
- Ability to work flexibly, including work on a rota basis, evenings, weekends, bank holidays, sleep-ins and responding to emergencies..
- Required to provide cover for colleagues during periods of absence to ensure continuity of service and maintain operational efficiency.
- Enhanced Disclosure and Barring Service check with Children's and Adults Barred List
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
X	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	X	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	X	Restricted postural change – prolonged sitting
X	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
X	Night work	X	Regular/repetitive bending/ squatting/ kneeling/crouching
X	Rotating shift work	X	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
X	Significant use of computers (display screen equipment)	X	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	X	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
X	Work involving food handling	X	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	X	Face-to-face contact with members of the public
☐	Other (please specify):		



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COUNTY COUNCIL**