



AutismInitiativesGroup

real partnerships, unique solutions, positive outcomes



Operations Director NI

Information Pack

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Introduction

Dear Candidate

Thank you very much for your interest in becoming Operations Director at Autism Initiatives Northern Ireland – part of the UK and Ireland-wide Autism Initiatives Group.

This is a fantastic time to join us as we build on our success, in providing bespoke, specialist services to autistic people.

Our organisation has been operating in Northern Ireland for two decades and during that time we have undergone various stages of growth and change, but our core purpose remains unchanged - support Autistic people to learn and develop, and to have ownership of their own lives and futures.

We are looking for some-one who shares our passion, and who has their leadership abilities and style to co-ordinate people and resources to best effect.

As well as acting as the main ambassador externally for the organisation in Northern Ireland, you will lead our specialist service provision team, acting as a role model for the behaviours and values needed to deliver the highest standards of performance on behalf of the people we help. You will be leading a highly motivated team, working with some amazing people, providing a critical leadership.

If this sounds attractive, we would love to hear from you. Our Belfast recruitment partners Engage will be your first point of contact for any queries, so feel free to get in touch with them with any questions.

We look forward to hearing from you!

Andrew Grainger

Chief Executive



Who we are

Autism Initiatives was founded in 1972 by Pat Minshull. When Pat realised that her son Peter had autism her initial concern was for his education. With a group of supporters she successfully raised funds to buy a property in North-West England, where she founded Peterhouse School in 1973. As her son's needs changed, with adulthood approaching, so Pat's vision developed and she realised there was a need for adult services for autistic people.

Today, almost 50 years on, across the UK and Ireland we have over 100 services offering supported living, almost 30 residential homes, eight community resource centres, four one stop shops, three social enterprises offering work placements, two schools, two short breaks services and one FE College.

Part of the Autism Initiatives Group, Autism Initiatives Northern Ireland has been operating since 2002. Since then our organisation has become a key, trusted partner of the Health and Social Care Trusts, and our flexible and innovative approach has continuously helped support them to meet their obligations. You can read more about the 24 services provided by our 290 staff in NI below, including the two new services that we were able to open during the challenging pandemic period when, even then, we were able to increase our Northern Ireland income by nearly 7% to over £7m, making us one of the largest and best regarded third sector providers in the province today.



What we do in NI

Twenty Supported Living Services

This service supports autistic people to live life as independently as possible. Individuals have their own home, and the reassurance that onsite support is on hand should they need it.



Outreach/ Resource Centres

We meet the individual needs of autistic people by providing specialist support to access activities in the community. As well as one-to-one help from support workers we can improve access to transport, accommodation plus social and recreational activities for the people we support. Our mentoring and guidance can help improve health and wellbeing, and overall confidence.



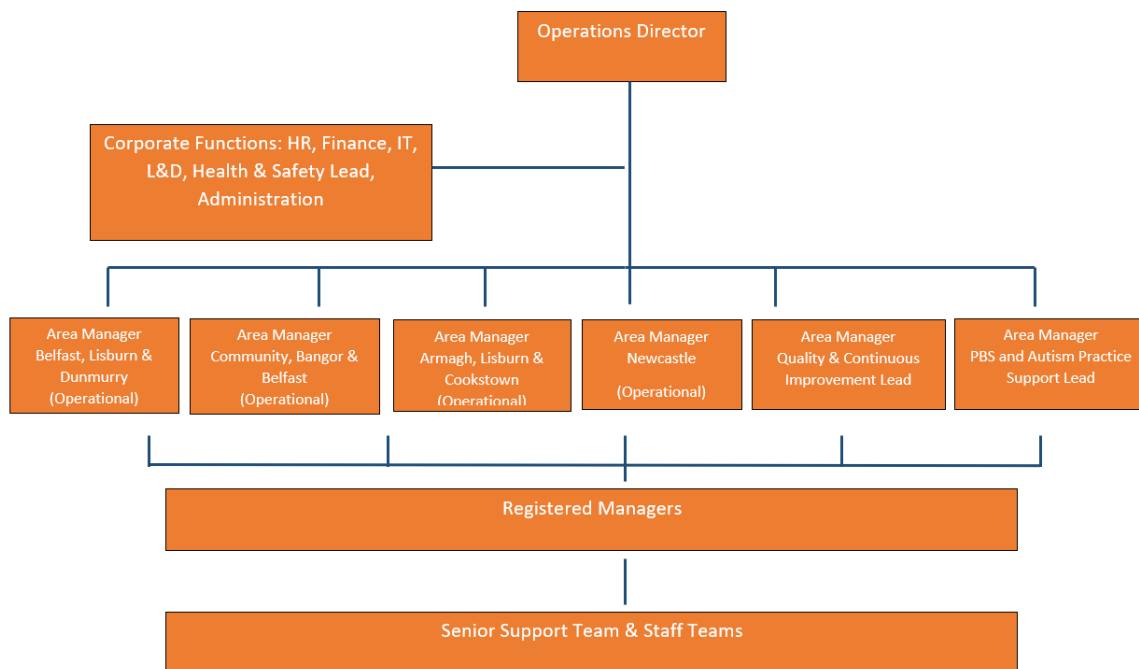
Two Floating Support

Services

This free service is for adults living independently or in the process of gaining independent accommodation. The service provides support in managing daily living skills, job search, community access, paying bills and more.



How we're organised



Strategy

Our Mission:

Autism Initiatives' mission is to meet the needs of autistic people, their families and carers by providing a range of services which are personal, professional and innovative.

Our Vision

Our expectation is that autistic people can learn and develop and we support this process every single day. Together we will create unique services for autistic people to have ownership of their own lives and future.

The strategies we use to deliver our objective are:

- ⇒ For the voice of the autistic person to inform service delivery
- ⇒ To invest in staff learning and development, and to ensure that this is influenced by the latest research and theory in autism.
- ⇒ To be actively engaged in the formation of strategic partnerships with commissioning bodies and various other stakeholders.
- ⇒ To meet the increasing demands of legislative and policy changes by ensuring that the organisation's infrastructure can respond to and manage change.
- ⇒ To act as a conduit between the commissioning bodies and other partnership bodies in the development of local strategic initiatives.
- ⇒ To be an active partner in cross-sectional planning and developments in response to central Government policy initiatives.

Operations Director Job Description

Introduction

Autism Initiatives is committed to working in partnership with service users, their families, statutory health sector and others to provide specialist, flexible and innovative services to autistic people.

All staff are expected to:

- ⇒ Work in the context of Autism Initiatives' Vision, Mission and Philosophy and to use our 'Five Point Star' approach in order to support people supported in achieving their goals
- ⇒ Work to develop their abilities in line with the Autism Initiatives Competency Framework
- ⇒ Recognise the positive abilities of autistic people and support our shared belief in lifelong learning
- ⇒ Adhere to the Autism Initiatives' Code of Conduct, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times
- ⇒ Contribute to a robust safeguarding culture

Location

The Operations Director will be based at Lindon House, Beechill Business Park, but may be expected to attend meetings in any area where Autism Initiatives provide services.

Line Manager

The Operations Director will be managed by the Chief Executive of the Autism Initiatives Group.

Salary and Employer Pension Contribution

Circa £70,000 per annum, 3% company contribution and 5% employee, arranged as a salary sacrifice scheme.

Leave Entitlement

23 days plus 10 Bank Holidays (1 extra day at 1 years' service and 2 extra days at 2 years' service)

Employee Benefits

- ⇒ Free Employee Assistance Programme with qualified advisors trained to help, 24 hours a day, any day of the year
- ⇒ Long service awards
- ⇒ Mediacash (subject to eligibility)
- ⇒ Option to buy and sell annual leave
- ⇒ Birthday day off
- ⇒ Monthly staff cash prize draw (subject to eligibility)

Main Duties and Responsibilities

Lead the services provision in line with AI strategic direction, policies and requirements.

Financial Performance

Use AI systems to ensure maximising financial performance through:

- Effective delivery of agreed support hours
- Recognise and report when action is needed to improve compliance in delivery of contracted support hours
- Work with the Finance Manager and Director (FM/FD) to rectify any weakness in financial performance
- Work with FM/FD to ensure most accurate budget setting and use of the budget to inform monitoring of financial performance
- Identify and support fundraising initiatives to support local and AIG strategic aims
- Undertake the role of Corporate Appointee for selected people supported who have not the capacity to self-manage their benefits and do not have a family member performing this role for them.
- Ensure that regular financial audits are undertaken and identified improvements are implemented.
- Ensure that financial guidance policy set by AI, the RQIA and commissioning HSCT in safeguarding people supported from any form of financial abuse is adhered to.

The Effective Specialist Staff Team

- Line manage Area Managers and other members of the Senior Management Team
- Ensure staff hours and a leadership structure deliver contracts effectively, following agreed Autism Initiatives best value approaches to staffing
- Oversee that the on-call system is managed and operated effectively
- Work with the Head of Human Resources (HR), ensure best retention and recruitment of staff and address any weaknesses identified
- Ensure staff performance is well managed
- Ensure staff are compliant with agreed AI training (as detailed within the Workforce Development Plan)
- Work with the Head of Learning and Development (LD) to resolve any identified weaknesses in training compliance in the most cost-effective way

Board of Trustees Accountability

- Prepare and submit a quarterly report of AINI operations to the Board of Trustees and present this at board meetings

- Ensure critical incidents or events reportable to the Charity Commission for NI are reported to the CEO for informing the Chairperson of the Board of Trustees NI and communication to the CCNI

Health and Safety

- Support the effective implementation of all corporate Health and Safety (H&S) strategies and agreed local priorities
- Work with the Group Health and Safety Manager to support the work of the local H&S Manager and reporting as required

Regulatory, Contract and Statutory Requirements

- Implement agreed AI systems and policy to ensure compliance with regulatory, statutory and contract requirements, providing reports as required taking action to rectify any weaknesses in compliance
- Work with the CEO of AIG to support the effective governance of Autism Initiatives Northern Ireland (AINI), and AIG
- Attend contract meetings with HSCT commissioners with the responsible Area Manager/s and Finance Manager
- Ensure services meet the requirements of regulatory inspections and that any identified quality improvements are implemented.

The Specialist Service

- Lead the specialist service through implementation of AI systems and policy to ensure quality compliance with AI specialist service requirements
- Work with 'Heads of Department' to implement AI quality, autism practice and LD strategies
- Work closely with the organisation autism practice leads to ensure a good understanding and use of the AI specialist approaches to understanding and supporting people with autism amongst staff teams

Development

- Support local development alongside the CEO of AIG
- Understand local commissioning processes to inform the development of innovative and flexible services responsive to local need

Working Together

- Develop good working relationships within local forums and with local commissioners, enabling them to understand the value of our specialism
- Work closely with the organisational leads for Finance, HR, Quality, Practice, H&S, Fundraising and Marketing supporting the implementation of agreed priorities
- Provide reports and data to the Heads of Department as required
- Provide reports and data to the CEO as required

- Work with the IT department to support effective IT functions and the software that supports the business of the Charity

Personal Development

- Continuously develop own leadership style, being a positive role model for teams and colleagues
- Attend and contribute to own Supervision, Appraisals, training and other events as required
- Participate in own development and training
- Keep abreast of developments in theory, practice and legislation in relation to the social care sector through liaison with statutory bodies, networking with fellow professionals and practice forums within Autism Initiatives

The Operations Director will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the service.

Duties will at all times be undertaken in compliance with Autism Initiative's Policies and Procedures, including Health and Safety.

Person Specification

Essential

Qualifications:

- Educated to Postgraduate degree level relevant to management or health / social care

Knowledge:

- Management of resources within a complex organisation including: finance, staffing, buildings and environments, project work and developments
- Management of people within a social or health care organisation: HR policy and practice, supporting the engagement and retention of staff, leadership and support to operational managers
- Management of Environments: the promotion of the values and culture of the organisation, the marketing of the organisation to external and internal stakeholders, including statutory health sector, people supported, and their families and carers
- Management of the service: the legislation and regulatory requirements in relation to the operation of a social care environment, safeguarding legislation and the operation of a robust safeguarding regime, the principles of person-centred support and the rights of vulnerable people

Skills:

- Strong leadership experience in a senior management role
- Excellent interpersonal skills with the ability to influence colleagues at all levels to promote organisational values and to drive change
- Ability to work independently using own initiative
- An exceptional work ethic
- Initiative and the ability to independently problem solve
- Excellent written and oral communication including completion of written reports to time
- Excellent presentation skills
- A commitment to specialist and innovative services
- A drive for excellence
- Well-developed IT and information management skills

General:

- Prepared to work flexibly as required
- A full valid driving licence and access to own transport with business insurance or demonstrate alternative mobility arrangements

- Working knowledge of practice relating to autistic people and a desire to learn

Desirable

Qualifications:

Professional qualification in Social care/health quality/management

Knowledge:

- Business principles and theory related to resource management
- Project planning systems and theory
- Quality assurance and improvement
- An understanding of employment law and practices
- Knowledge of Strategic HR theories and practice
- Experience of and an understanding of the principles of customer relationship management
- Knowledge of the legislation, regulatory and reporting requirements in relation to charity and company legislation
- Work alongside vulnerable adults and working within a multi-disciplinary team

How to Apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 21 November 2022**. Applications should be made by email to: **patrick@co3.org.uk**

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Autism Initiatives is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 21 November 2022

First Interviews

Monday 28 and Tuesday 29 November 2022

Second Interviews (may include a seen or unseen task)

Tuesday 6 or Wednesday 7 December 2022

Final Interviews

Monday 12 or Tuesday 13 December 2022
(subject to change)





Please address any enquiries relating to the advertised position, and your submission, to Autism Initiatives's recruitment partners:

Patrick Minne



Tel: 07792 509003

Email: patrick@co3.org.uk

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

Autism Initiatives Northern Ireland

Linden House
Beechill Business Park
96 Beechill Rd
Newtownbreda
Belfast BT8 7QN

Tel: 028 9069 9130

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