

Job specification

Regulatory Inspection Manager, Social Care

Grade: RIM

Section 1: Job description

Context

Ofsted is the Office for Standards in Education, Children’s Services and Skills. We inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Every week, we carry out hundreds of inspections and regulatory visits throughout England and publish the results online. We also report on standards across the country and are accountable directly to Parliament. Ofsted’s inspections are independent and impartial.

Overall purpose

Reporting to Senior HMI, Regulatory Inspection Managers will manage the activity and performance of a number of social care regulatory inspectors.

Regulatory Inspection Managers will be responsible for the inspection of all regulated and allied social care provision in one of eight Ofsted regions (some regions will be covered by two or more Regulatory Inspection Managers); for compliance and enforcement decision making in relation to all provision inspected; and for maintaining a clear profile of the quality of provision with responsibility for a portfolio of enforcement and improvement activity in relation to the weakest providers.

Regulatory Inspection Managers are responsible for ensuring that the inspection of all regulated and allied provision is of the highest quality, supports and promotes improvement, and raises standards and improves lives for children and young people; and that Ofsted discharges its regulatory duties in a robust, consistent, effective and efficient manner.

Key accountabilities

The key accountabilities of the role are outlined below. However, this is an overview of the role and is not exhaustive. Ofsted reserves the right to assign other duties commensurate with the grade as required.

- To lead a team of social care regulatory inspectors, ensuring the inspection of a range of social care providers to time and to quality. Taking responsibility for the day to day activity of all inspection staff on the team and using data to monitor and drive performance.
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- To provide effective leadership and direction for the team, coaching, mentoring and talent managing to achieve the best outcomes for children and families.
 - To undertake robust performance management, ensuring continuous improvement in inspection activity.
 - To proactively and effectively support the Senior HMI and regional director in driving up provider performance in the region, working to analyse and intervene in locality issues, and reporting effectively on the position in your area.
 - To undertake complex inspections, as required.
 - To be responsible for the quality of reports produced by the team and to undertake quality assurance of inspections and reports produced by the team, taking remedial action with individual inspectors as required.
 - To undertake and be accountable for training inspectors and acting as a source of technical support for them.
 - To provide professional knowledge, support, challenge and guidance for the team of inspectors, alongside being an internal source of expertise for Senior HMI and the regional director.
 - To investigate stakeholder or provider concerns, seeking to resolve issues as appropriate, and sharing improvement and best practice with stakeholders, internal colleagues, Senior HMI, Regional Director and Director, Social Care.
 - To undertake routine analysis of inspection evidence and grade profiles, looking at the issues presented, and making recommendations for changes in practice as necessary.
 - To ensure all regulatory processes and agreed procedures are followed (e.g. statements, evidence, inter-agency liaison, Police and Criminal Evidence Act 1984), ensuring robust evidence is provided to justify decisions (including consideration for alternative courses of action and a clear audit trail).
 - To act as decision maker for case reviews relating to compliance and enforcement action, and to chair such reviews as appropriate.
 - To represent Ofsted at tribunals.
 - To act as independent chair of objection panels.
 - To manage serious incidents, including coordinating and communicating appropriately internally and with external agencies, and compiling reports.
 - To contribute to development of policy, frameworks guidance and learning resources within the organisation.
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- To build strong relationships with other agencies and authorities and liaise with other functions within Ofsted as appropriate.
- To investigate and complete as appropriate, complaints against Ofsted.
- To respond to urgent requests for information, Parliamentary Questions, letters/FOIs, signing off responses and being fully accountable for the accuracy and consistency of content, alongside drafting briefings for directors and/or HMCI.
- To effectively represent Ofsted locally, regionally and nationally as required.

General responsibilities

- To work in accordance with Ofsted's policies and procedures.
- To ensure the safeguarding of children and students is paramount and at all times lead by example. Demonstrating and embedding Ofsted's core [values](#) of putting children and students first, upholding our independence, and exhibiting accountability and transparency in all we do.
- To contribute to organisational development initiatives as required.
- To adhere to responsibilities under health and safety legislation and policies.
- To demonstrate a positive commitment to [equalities and diversity](#).
- To contribute to building a "One Ofsted" culture.

Additional requirements of the role

This is a home-based role, but substantial travelling, including some overnight stays, will be required in managing and supporting home-based staff.

The role holder is required to work flexibly to meet the needs of the business and the availability of providers; this may include some evening or weekend work for example to meet with providers and children and young people in the evening or during the weekend.

Ofsted have identified this role as one which will require an enhanced criminal record check via the Disclosure and Barring Service (DBS). This role will bring you into direct contact with children or vulnerable adults, it may give you access to material or sensitive information.

Section 2: Person specification

Knowledge, skills and experience	Essential/ desirable	Tested by
<p>Qualifications</p> <p>Social work degree or an equivalent professional social work qualification (for example, a CQSW or DIPSW) or Level 5 Diploma in Leadership and Management for Residential Childcare or an equivalent as defined by the DFE Guide to Children's Homes Regulations, 2015.</p> <p>Current registration with Health and Care Professions Council (HCPC) (for qualified social work applicants only).</p>	<p>Essential</p> <p>Essential (for qualified social work applicants only)</p>	<p>Application form</p>
<p>Knowledge and experience</p> <p>Significant knowledge of social care regulations and standards including a wide knowledge of social care practice and legislation.</p> <p>Knowledge and experience of managing services at a senior level within social care and an understanding of the purpose and function of inspected settings and services.</p> <p>Experiencing of managing people and promoting change or influencing the behaviour and actions of other teams.</p> <p>Experience of undertaking or participating in inspections, peer reviews or internal audits.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application form/ interview</p>
<p>Competency – Setting Direction</p> <p>Understanding of the internal and external environments and their impact on the work.</p> <p>Demonstrates a strong focus on children and young people at all times.</p>	<p>Essential</p>	<p>Assessment / Interview</p>

<p><i>Competency – Setting Direction continued</i></p> <p>Innovative and seeks out opportunities to create or influence effective change and improvement. Ability to manage organisational and cultural change effectively.</p> <p>Strong decision making skills, including the ability to make decisions under pressure while ensuring that decisions are well founded and well evidenced. Excellent analytic skills, ability to weigh up complex and conflicting evidence to make these decisions.</p>	Essential	Assessment / Interview
<p>Competency – Delivering results</p> <p>Ability to manage conflicting priorities and interests, reconciling different priorities. Effectively drives activities forward through others to deliver a high quality and efficient service.</p> <p>Ability to hold others to account for priorities and swiftly respond to changing requirements.</p> <p>Embeds a culture of value for money within their team. Works collaboratively to ensure that Ofsted maximises its strategic outcomes within the resources available.</p>	Essential	Assessment / Interview
<p>Competency – Engaging People</p> <p>Proven leadership skills even when implementing unpopular decisions, which inspire the confidence of others.</p> <p>A role model for Ofsted values; a corporate leader able to act with integrity, honesty, impartiality and objectivity.</p> <p>Proven people management skills and ability to drive a high performance culture within own area, able to challenge and take remedial action to improve individual performance. Experience of coaching and mentoring to improve team performance.</p>	Essential	Assessment / Interview

<p><i>Competency – Engaging People continued</i></p> <p>Well-developed written and verbal communication, influencing and negotiating skills, including the ability to establish networks and create opportunities for engagement and involvement with a variety of relevant audiences.</p> <p>Communicates with confidence and where necessary challenges others, including stakeholders and providers at senior levels.</p>	<p>Essential</p>	<p>Assessment / Interview</p>
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Section 3: Terms and conditions

Job title:	Social Care Regulatory Inspection Manager
Grade:	RIM
Salary:	£57,093 per annum, rising to £62,093 on successful completion of probationary period. Performance related pay and awards also available for outstanding achievement.
Location:	Home-based
Basis:	Permanent
Hours:	Full-time
Travel requirements:	Significant national travel including some overnight stays

Allowances:

The post holder will receive an annual home based working allowance.

In addition to this, inspectors may apply for a vehicle user allowance if they use their personal vehicle as their primary mode of transport when travelling on Ofsted business.

Please note:

This is a non-reserved post under the Civil Service Nationality Rules and is therefore open to UK, British Commonwealth and European Economic Area (EEA) Nationals and certain non EEA members subject to immigration requirements. For the most up-to-date information on the requirements of working in the UK, please go to the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>.

Section 4: Benefits

Ofsted is committed to maintaining employee health and wellbeing, whether it is physically, emotionally, financially or socially, and offers a range of benefits to support employees in this. Such benefits include the option to join the Civil Service Pension Scheme, professional and personal development opportunities, 32.5 annual leave days per annum (plus eight days public holiday) and counselling and advisory services for you and your family.



Safer recruitment

Our commitment

We put children and learners' wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks.

We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable to work for Ofsted.

All roles require the following

- Your identity must be confirmed by sight of original official documents such as a Birth Certificate and photo identification such as a Passport.
- Original documents relating to all professional qualifications required to fulfil the post must be supplied.
- Full employment and education history since leaving secondary education must be provided. All gaps in employment and education history will be scrutinised by the selection panel to ensure there are no causes for concern.
- We will request a minimum of two references covering at least the last three years. The identity of all referees will be verified and they will be asked to comment on your suitability for the role you are applying for.
- We will consult any relevant records we hold which may provide additional information on your suitability.
- We reserve the right to take account of your presence in both public and social media in our selection decisions.
- We will ask you to provide details of any criminal history as appropriate. Guidance will always be provided in your application to help you understand what you must declare and when.
- Throughout selection, including at interview, the panel will probe your values and motivation for working with Ofsted.

At all stages, information you provide us with will be treated in confidence and in full accordance with legal requirements. For all roles which require a Disclosure and Barring Service check, this will be clearly outlined in the job specification.

You do not have to consent to these checks. However, if consent is withheld or revoked at any stage, we will be unable to proceed with your application.

All Ofsted employees are expected to understand their duties and responsibilities in relation to safeguarding children, young people and vulnerable adults. For those who are successful in joining Ofsted, this is continually assessed through probation and day-to-day performance management.

You can find out more about Ofsted's approach to safeguarding by reading our [Safeguarding Policy](#).