

		Roles & Responsibilities (updated April 2023)										
		Senior Leadership Team				Senior Management Team - Business						
Area	Board of Trustees	Chief Executive	Deputy Chief Executive	Operations Director	Finance Director	Senior Area Managers	Quality Manager	Human Resource Manager	Communications & Marketing Manager	Health & Safety Manager	Resource Manager	Systems Manager
<b>Purpose</b>	<p>To set organisational strategy.</p> <p>To represent shareholder &amp; key stakeholder interests.</p> <p>To ensure the organisation acts in accordance with the Rules.</p>	<p>To drive the organisation to deliver our Mission.</p> <p>To inspire colleagues to deliver our vision.</p> <p>To embody our values.</p> <p>To be responsible for the development of the Annual Plan.</p>	<p>To lead the organisation to the delivery of our Mission.</p> <p>To inspire colleagues to deliver our vision.</p> <p>To embody our values.</p> <p>To be able to deputise for all areas of organisational responsibility in the absence of the Chief Executive</p>	<p>To lead the organisation to the delivery of our Mission.</p> <p>To lead on the delivery of our vision across the organisation.</p> <p>To live our values.</p>	<p>To lead the organisation to the delivery of our Mission.</p> <p>To lead on the delivery of our vision across the organisation.</p> <p>To live our values.</p>	<p>To lead your work area towards the delivery of our Mission.</p> <p>To lead on the delivery of our vision in your area of accountability.</p> <p>To live our values.</p>	<p>To lead your work area towards the delivery of our Mission.</p> <p>To lead on the delivery of our vision in your area of accountability.</p> <p>To live our values.</p>	<p>To lead your work area towards the delivery of our Mission.</p> <p>To lead on the delivery of our vision in your area of accountability.</p> <p>To live our values.</p>	<p>To lead your work area towards the delivery of our Mission.</p> <p>To lead on the delivery of our vision in your area of accountability.</p> <p>To live our values.</p>	<p>To lead your work area towards the delivery of our Mission.</p> <p>To lead on the delivery of our vision in your area of accountability.</p> <p>To live our values.</p>	<p>To lead your work area towards the delivery of our Mission.</p> <p>To lead on the delivery of our vision in your area of accountability.</p> <p>To live our values.</p>	<p>To lead your work area towards the delivery of our Mission.</p> <p>To lead on the delivery of our vision in your area of accountability.</p> <p>To live our values.</p>
<b>Management of services</b>	<p>To hold the executive team to account for the safe and effective delivery of services.</p>	<p>To be the public face of the organisation, act as Responsible Person and be accountable for the safe and effective delivery of services.</p> <p>To ensure that robust quality assurance framework is in place, detailing KPIs across the organisation.</p>	<p>To ensure that systems and processes are in place to enable the safe and effective delivery of services across the organisation</p> <p>To be responsible for the oversight of Operations, Resourcing, HR &amp;L&amp;D, Health &amp; Safety &amp; IT departments including ensuring adherence to KPIs &amp; compliance</p>	<p>To ensure that systems and processes are in place to enable the safe and effective delivery of services across the organisation</p> <p>To be responsible for the performance manage QA framework including ensuring adherence to KPIs.</p>	<p>To ensure that resources are appropriately allocated to enable safe and effective delivery of services.</p>	<p>To deliver safe and effective services across the organisation and scrutinize quality and performance.</p>	<p>To ensure that policy, procedure and practice is in line with regulatory requirements and informed by best practice.</p>	<p>To ensure that management and staff are provided with appropriate support to deliver safe and effective services.</p> <p>To ensure the L&amp;D function is implemented effectively</p>	<p>To ensure that management, staff, customers and key stakeholders are provided with appropriate information about our services.</p>	<p>To act as professional lead on Health &amp; Safety.</p>	<p>To ensure that all services are adequately resourced to enable safe and effective delivery of services.</p> <p>To be responsible for the recruitment of staff – ensuring there are sufficient, suitably qualified and skilled staff to deliver safe, effective services.</p>	<p>To provide good quality management intelligence to inform the safe and effective delivery of services including detailed information about performance against KPIs.</p>

<b>Management of people</b>	To recruit the Chief Executive and put in place suitable management arrangements.	To lead both the Senior Leadership Team and Senior Business Management Team.	To lead the oversight of Senior level operations.	To be responsible for all operational staff.	To be responsible for the finance team.	To deliver safe and effective services across the organisation through the management of operational staff.	To be responsible for the quality team and improvement work by non-direct reports.	To be responsible for the HR team.	To be responsible for the Marketing and Communications team.	To be responsible for the H&S team and improvement work by non-direct reports.	To be responsible for the resourcing team and the Staff Bank.	To be responsible for the Systems team.
<b>Management of budgets</b>	To approve and set the budget.  To authorise items of expenditure over £50,000.	To ensure best value across the business. Deliver organisational objectives within overall budget.  To identify and set priorities for budget setting process.  To order goods & services up to £50,000.  To be responsible for Capital Expenditure Asset Management up to £50,000 (min. req. 3 quotes over £10,000).  To comply with formal tendering process in accordance with Financial Rules.  To be accountable for the recruitment of staff – ensuring there are sufficient suitably qualified and skilled staff to deliver safe, effective services.	To ensure best value across the business. Deliver organisational objectives within overall budget.  To identify and set priorities for budget setting process.  Be accountability for staffing budgets and ensure financial objectives are achieved.  To order goods & services up to £50,000 as delegated in the absence of the Chief Executive  To be responsible for Capital Expenditure Asset Management up to £50,000 (min. req. 3 quotes over £10,000) as delegated in the absence of the Chief Executive  To be responsible for the recruitment of staff – ensuring there are sufficient suitably qualified and skilled staff to	To ensure best value. Deliver organisational objectives within overall budget.  Identify and set priorities for budget setting process in conjunction with the Deputy Chief Executive.  To order goods & services up to £10,000. Comply with Financial Rules.  Be responsible for staffing budgets and ensure financial objectives are achieved.	To ensure best value demonstrated.  To develop the annual budget for approval by the board.  To monitor financial performance and provide budget intelligence and reports.  To order goods & services within delegated authorities.  To promote and comply with Financial Rules.	To ensure best value demonstrated.  To order goods & services in line with financial delegated authorities.  To monitor financial performance across areas of responsibility and take corrective actions where necessary.  To comply with Financial Rules. Be accountability for staffing budgets and ensure financial objectives are achieved.	Whilst there is no budget directly allocated to this post, the post holder will promote compliance with the Financial Rules.	Whilst there is no budget directly allocated to this post, the post holder will promote compliance with the Financial Rules.	To take responsibility for the allocated budget and ensure financial objectives are achieved.	Whilst there is no budget directly allocated to this post, the post holder will promote compliance with the Financial Rules.	To take responsibility for the allocated budget and ensure financial objectives are achieved.	To take responsibility for the allocated budget and ensure financial objectives are achieved.

			deliver safe, effective services									
<b>Management of relationships</b>	<p>To be ambassadors for Aspire.</p> <p>To promote equality and diversity in all dealings.</p>	<p>To be the public face of Aspire.</p> <p>To be accountable to the Board of Trustees for the operational management of the organisation.</p> <p>To lead and develop a network of relationships with key stakeholders, inc commissioners and partners at a local, regional and national level.</p> <p>To ensure that key external advisors/ consultants are appropriately engaged.</p> <p>To promote equality and diversity in all dealings.</p> <p>To service the Board.</p>	<p>To lead on key relationships with identified sub-contractors and partners.</p> <p>To promote equality and diversity in all dealings.</p> <p>To work with CEO to ensure that key external advisors/ consultants are appropriately engaged.</p> <p>To act as key point of contact for liaison with insurers.</p> <p>To be the lead contact for the Board on all H&amp;S issues and changes in legislation.</p>	<p>To lead on the relationships with internal stakeholders.</p> <p>To promote equality and diversity in all dealings.</p> <p>To work with the Deputy Chief Executive to manage key relationships with identified sub-contractors and partners.</p> <p>To be responsible for the rollout of Positive Behaviour Support in conjunction with the Operations Director and Operational Management teams</p>	<p>To lead on key relationships with commissioners and identified sub-contractors and key external stakeholders inc external auditors and insurers.</p> <p>To promote equality and diversity in all dealings.</p>	<p>To lead on the relationships with internal stakeholders within area of responsibility.</p> <p>To engage with the people we support and staff teams to deliver improvement initiatives.</p> <p>To promote equality and diversity in all dealings.</p>	<p>To lead on key relationships with internal stakeholders and external bodies such as CQC and commissioners in pursuit of improving quality.</p> <p>To engage with the people we support and staff teams to lead on improvement initiatives.</p> <p>To provide high support and high challenge within Aspire, using a wide range of performance management and quality assurance information reports and make recommendations for change.</p> <p>To promote equality and diversity in all dealings.</p> <p>To lead the rollout of Positive Behaviour Support in conjunction with the Operations Director and Operational</p>	<p>To lead on key relationships with identified sub-contractors.</p> <p>To act as key point of contact for liaison with HR legal advisors.</p> <p>To promote equality and diversity in all dealings.</p>	<p>To lead on key relationships with identified sub-contractors.</p> <p>To ensure that Aspire is promoted positively across a range of internal and external stakeholders using a variety of media platforms.</p> <p>To promote equality and diversity in all dealings.</p>	<p>To work with the Deputy Chief Executive to advise managers, SMT and the Board on all H&amp;S issues and changes in legislation.</p> <p>To represent Aspire and work with statutory bodies such as the HSE and the Fire Service.</p> <p>To engage with staff teams, offering support, expert advice and delivering appropriate solutions and interventions that promotes a culture of effective and safe working practices across Aspire inc. effective risk management.</p> <p>To promote equality and diversity in all dealings.</p> <p>To provide notifications to the insurers and lead on evidence gathering on behalf of Aspire re:</p>	<p>To lead on key relationships with identified sub-contractors.</p> <p>To promote equality and diversity in all dealings.</p>	<p>To lead on key relationships with identified sub-contractors.</p> <p>To promote equality and diversity in all dealings.</p>

							Management teams			insurance claims.		
<b>Management of contracts</b>	To hold the executive to account for the management of contracts.	To lead on the management and delivery of all contracts.	To performance manage specific SLAs with our principle sub-contractor as delegated by the CE.  To performance manage individual sub-contracts (including individualised service contracts) as delegated by CE.	To performance manage specific SLAs with our principle sub-contractor as delegated by the CE.  To performance manage individual sub-contracts (including individualised service contracts) as delegated by CE.	To performance manage specific SLAs with our principle sub-contractor as delegated by the CE.  To performance manage individual sub-contracts as delegated by CE.	BLANK	BLANK	To performance manage specific SLAs with our principle sub-contractor as delegated by the CE.	To performance manage individual sub-contracts as delegated by CE.	To oversee and manage any bought in Health and Safety activity.  To identify and develop future business growth opportunities and service development within the Health & Safety service.	To performance manage individual sub-contracts as delegated by CE.	To performance manage specific SLAs with our principle sub-contractor as delegated by the CE.  To performance manage individual sub-contracts as delegated by CE.
<b>Regulatory compliance inc H&amp;S and risk</b>	To be accountable for the overall statutory and regulatory compliance of the organisation.  To hold the executive to account on implementation of regulatory and statutory compliance.  To determine and set risk tolerances.	To be the Responsible Person for regulatory and statutory responsibilities across the organisation.  To ensure that policies, procedures, systems, processes and sufficient resources are in place to meet all regulatory and statutory obligations.  To lead on and promote health, safety and wellbeing across the organisation and maintain a safe and healthy organisation.  To undertake the role of Data Controller.  To ensure a risk register exists and	To lead on and actively review and update policies, procedures, systems and resources under the direction of the CE.  To lead by example, promoting the health, safety and wellbeing of self and others across the organisation, ensuring everyone meets their legal responsibilities.  To work with the CEO to ensure that policies, procedures, systems, processes and sufficient resources are in place to meet all regulatory and statutory obligations	To lead on and actively review and update policies, procedures, systems and resources under the direction of the CE.  To lead by example, promoting the health, safety and wellbeing of self and others across the organisation, ensuring everyone meets their legal responsibilities.  To ensure all service delivery and financial risks are identified reported and managed.	To lead on and actively review and update policies, procedures, systems and resources under the direction of the CE.  To lead by example, promoting the health, safety and wellbeing of self and others, ensuring everyone is able to meet their legal responsibilities.  To ensure statutory and regulatory reports and returns are completed and submitted.  To ensure all financial risks are identified, reported and managed within agreed tolerance levels.	To actively review and update policies, procedures, systems and resources under the direction of the CE.  To lead by example, promoting the health, safety and wellbeing of self and others ensuring everyone is able to meet their legal responsibilities  To ensure all service delivery and financial risks are identified, reported and managed specifically to support and provide advice	To actively review and update policies, procedures, systems and resources under the direction of the CE.  To identify key themes: areas of outstanding, innovative and best practice; areas of underperformance; and CQC new and emerging key lines of enquiry in inspection activity.  To develop proposals for and implement effective performance management and quality assurance frameworks	To actively review and update policies, procedures, systems and resources under the direction of the CE.  To lead by example, promoting the health, safety and wellbeing of self and others, ensuring everyone is able to meet their legal responsibilities  To ensure all HR risks are identified and managed.	To lead by example, promoting the health, safety and wellbeing of self and others ensuring everyone is able to meet their legal responsibilities.  To provide drafting for statutory reports and returns.  To ensure all communication /reputational risks are identified, reported and managed.	To deliver Aspire's H&S Management System (and associated policies, training and strategies).  To be the Competent Person for matters of H&S.  To lead by example, promoting the health, safety and wellbeing of self and others ensuring everyone is able to meet their legal responsibilities  To ensure statutory and regulatory returns and reports are completed and submitted/	To actively review and update policies, procedures, systems and resources under the direction of the CE.  To lead by example, promoting the health, safety and wellbeing of self and others ensuring everyone is able to meet their legal responsibilities  To ensure all recruitment, retention and resourcing risks are identified and managed.	To actively review and update policies, procedures, systems and resources under the direction of the CE.  To lead by example, promoting the health, safety and wellbeing of self and others ensuring everyone is able to meet their legal responsibilities  To undertake the role of Data Protection Officer.  To provide data for statutory and regulatory

		<p>that it is actively kept under review.</p> <p>To identify risks and propose tolerance levels.</p>	<p>To act as Company Secretary of Aspire Services (Leeds) Ltd.</p> <p>To ensure statutory and regulatory returns and reports re completed and submitted and returned as per regulation (e.g. Companies House)</p> <p>To have oversight in ensuring all service delivery and financial risks are identified reported and managed.</p>		<p>To act as Company Secretary of Aspire CBS.</p> <p>To maintain risk register for the organisation.</p>	<p>to registered managers.</p>	<p>working actively with the people we support, family carers and front line staff on improvement plans.</p> <p>To ensure that all policies, procedures and systems of work are reviewed and are compliant with statutory and regulatory requirements and promote best practice.</p> <p>To lead by example, promoting the health, safety and wellbeing of self and others ensuring everyone is able to meet their legal responsibilities</p> <p>To ensure statutory and regulatory returns and reports are submitted.</p> <p>To ensure all statutory compliance risks are identified and managed.</p>			<p>reported as per regulation (e.g. HSE), advising the CE of all incidents reportable under RIDDOR.</p> <p>To ensure that all policies, procedures and systems of work are reviewed and are compliant with statutory and regulatory requirements, promote best practice and the H&amp;S of staff, visitors, customers and contractors.</p> <p>To conduct internal and compliance inspections of services, report on findings and manage identified issues to completion.</p> <p>To ensure all statutory and compliance risks are identified and managed.</p>	<p>reporting and returns.</p> <p>To ensure all Information Governance risks are identified, reported and managed.</p>
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<b>Internal policy and procedures</b>	To hear appeals as part of a panel when the Hearing Officer for a case is the CEO or DCEO	To identify and ensure all policies and procedures are in place.  To act as Chair in Disciplinary, Attendance Management and Probationary meetings.  To ensure that all incidents of whistleblowing and complaints are managed in line with policy and procedure.	To work with the Chief Executive to identify and ensure all policies and procedures are in place.  To act as Chair in Disciplinary, Attendance Management and Probationary meetings.  To ensure that all incidents relating to safeguarding or accidents and near-miss incidents are managed in line with policy and procedure.	To review non statutory policies and procedures as directed by the Chief Executive.  To act as Chair in Disciplinary, Attendance Management and Probationary meetings.	To review non statutory policies and procedures as directed by the Chief Executive.  To act as Chair in the absence of the Chief Exec or Deputy Chief Executive.	To review non statutory policies and procedures as directed by the Chief Executive.  Where training has taken place, to act as Chair in Disciplinary, Attendance Management and Probationary meetings.  To undertake role of Investigating Manager at the direction of a member of SLT.	To review non statutory policies and procedures as directed by the Chief Executive.  To undertake role of Investigating Manager at the direction of a member of SLT.	To advise managers on all key HR policies.  To undertake role of Investigating Manager at the direction of a member of SLT.	To review non statutory policies and procedures as directed by the Chief Executive.  To undertake role of Investigating Manager at the direction of a member of SLT.	To undertake investigations into all accidents and near-miss incidents and record findings on relevant forms.  To undertake role of Investigating Manager at the direction of a member of SLT.	To review non statutory policies and procedures as directed by the Chief Executive.  To undertake role of Investigating Manager at the direction of a member of SLT.	To review non statutory policies and procedures as directed by the Chief Executive.  To undertake role of Investigating Manager at the direction of a member of SLT.
<b>Champion role</b>	BLANK	Whistleblowing Champion.  Future Matters lead.  Joint Health & Wellbeing Champion	BLANK	Safeguarding Champion.	BLANK	Diversity Champion.  Nutritional Champion.  Pressure Ulcer Champion.  Medication Champion.	Quality Champion.	Joint Health & Wellbeing Champion	Communications and Social Media Champion.	H&S Champion	BLANK	Technology Champion.