

<b>Job Description</b>
<b>Regional Practice Support Lead - NI</b>
<p><b>Introduction</b></p> <p>Autism Initiatives is committed to working in partnership with the people we support, their families, commissioners and others to provide a personalised, autism specialist service that makes a positive difference to the lives of people on the autism spectrum.</p> <p><b>All staff are expected to:</b></p> <ul style="list-style-type: none"> <li>• Work in the context of Autism Initiatives' Vision, Mission and Philosophy and use our 'Five Point Star' approach to support people in achieving their goals.</li> <li>• Work to develop their abilities in line with the Autism Initiatives Competency Framework.</li> <li>• Recognise the strengths and abilities of the people who access our services and support our shared belief in lifelong learning.</li> <li>• 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.</li> <li>• Observe all legal and procedural requirements in relation to data management and confidentiality e.g. adherence to GDPR (General Data Protection Regulation) and internal data management policies</li> <li>• Adhere to all safeguarding requirements and any procedures aimed at the protection of adults at risk.</li> </ul>
<p><b>Location</b></p> <p>Central Office, Belfast or Hybrid working options available. You will be expected to visit services and attend meetings or deliver training across Northern Ireland as required.</p>
<p><b>Line Manager</b></p> <p>Local management support from the NI Operations Director, Group support and management from the Head of Autism Practice.</p>
<p><b>Purpose of Job</b></p> <ul style="list-style-type: none"> <li>• To support local staff teams and people supported to develop and use skills and strategies successfully to enable them to manage situations that are difficult for them.</li> <li>• To contribute to Autism Initiatives autism specialist understanding and implementation of Positive Behaviour Support (PBS).</li> <li>• To lead the development of practice locally working closely with Head of Autism Practice, the Group Co-ordinator and local Directors.</li> <li>• To contribute to the development and local implementation of the strategic practice aims for Northern Ireland.</li> <li>• To be either a Principal or standard Instructor with PROACT SCIPr UK® and support, train and mentor instructors/local leads across Northern Ireland.</li> <li>• To work across Northern Ireland to support effective use of practice-based data and monthly reports.</li> <li>• To liaise with the other Principal Instructors to promote AI compliance with Centre of excellence requirements; alerting the Group Coordinator and Head of Autism Practice to any concerns related to practice and competence.</li> <li>• To keep up to date with national developments and requirements relating to practice/PBS.</li> </ul>

- Seek, share and lead responses to up-to-date information relating to good autism practice and PBS for Northern Ireland.
- To respond to immediate priorities as they arise, which may include providing autism specific advice and support to teams and people we support and completion of documentation.

#### **Main duties and responsibilities**

- To support, coach and mentor others to develop their own autism knowledge and understanding through delivery and facilitation of different learning opportunities, for example, small and large group training, team meetings, or 1:1 sessions.
- Support local implementation of the Strategic Aims relating to autism practice and support.
- Lead on the local development of a shared understanding and approach to our specialism and how this is informed by good autism practice.
- To contribute to getting support 'right from the start' through active involvement in assessment and transitions.
- To use practice and quality focussed auditing tools including the MPR/digital records and QARS, to identify learning needed which will have the greatest impact within a service and within the support of the person(s) supported.
- Lead on the practice outcomes from the Quality Audit tools.
- Work in collaboration with the Local Quality and Continuous Improvement Leads (QCILs) and Compliance Executive, (National Director for Scotland) Director of Operations to ensure a consistent approach to Quality and Compliance across areas.
- Ensure that there is recorded learning from use of the Quality tools and that there is change in response to the learning.
- Ensure that each service and area can evidence the Quality of their services in relation to AI requirements, and evidence work towards their areas for continued improvement.
- Work with the QCILs to support the development of a culture within teams that enables honesty and transparency to ensure safe services are maintained and areas of risk are reported, and that also enables team members to have ideas for continuous improvement of the service provided.
- Where gaps in learning and/or knowledge have been identified, respond appropriately at an individual, service or local level, informing the Head of Autism Practice and Group Coordinator to ensure gaps and learning can be shared appropriately.
- To work in partnership both within Autism Initiatives and with external stakeholders to develop and maintain good working relations.
- To participate in practice-based knowledge/sharing sessions, practice discussions, Managers Development Days, ensuring that key learning is successfully disseminated from these to others.
- To complete and/or support others to complete various reports/documents.
- Provide monthly reporting to the Head of Autism Practice and Group Coordinator as required.
- To use own thorough understanding of documentation and processes to support Autism Practice to support others' understanding and competency.
- To contribute to the continuous improvement of resources and processes which underpin good autism practice.
- Participate in the quality auditing of the PROACT-SCIPr-UK® training delivered throughout Northern Ireland.
- Review the development and implementation of PROACT-SCIPr-UK® training i.e. in response to new requirements/guidance from The Loddon as directed by the Head of autism Practice and the Group Co-Ordinator.
- To support the review of local Level 4 and 5 incidents and behaviour of concerns of people supported, including direct support and/or coordinating the right support from other practice

leaders and/or instructors, support to analysis of incident reports and action to support reduction of risk of further incidents.

- Proactively review lower-level incidents, to analyse if there are any emerging themes or trends, improving outcomes and positive changes in practice.
- Work closely with the local H&S lead to review accident reports and themes and to agree measures to reduce the likelihood of further accidents occurring and minimising risk.
- To support the assessment of new referrals in relation to understanding the autistic person and each person's autistic perspective and to support planning to identified behaviours of concern.
- To work closely with our Quality Assurance systems to identify and respond to weaknesses in autism practice and contribute to the development of Service Improvement plans, alongside the Area Managers and wider team.

**Individual:**

- To maintain Principal and/or Instructor status with PROACT-SCIPr-UK® and BILD.
- To identify individuals who have illustrated a good level of autism practice.
- Ensure good professional working relationships with families/carers as appropriate.
- Ensure good partnership working with stakeholders.
- Contribute to multidisciplinary meetings regarding the people we support.
- Lead by example.
- Always maintain a high level of professionalism in line with Autism Initiatives Code of Conduct.
- Be self-initiating and effective in diary management.
- Maintain case notes for all support provided to services.
- Report to the Head of Autism Practice.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

**Date reviewed: May 2025**

Person Specification
Regional Practice Support Lead, NI.
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Significant autism specialist experience, with a minimum of 3 years recent and continuous employment within an autism specific setting.</li> <li>• Degree level qualification in Autism or Learning Disability and evidence of continuous learning.</li> <li>• Driving licence, with access to your own vehicle.</li> <li>• An understanding of current legal frameworks e.g. Mental Capacity and statutory guidance e.g. Department of Health (Positive and Proactive Care).</li> <li>• Willingness to be a certified PROACT-SCIPr-UK® Instructor and be prepared to work towards Principal Instructorship with PROACT SCIPr UK®.</li> <li>• Passionate about continuous learning of autism, keeping up to date with practice and implementing research.</li> <li>• Extensive experience of working with someone with support needs.</li> <li>• Be an engaging communicator and reflective practitioner and be able to use this in all situations.</li> <li>• Lead by example and demonstrate resilience.</li> <li>• Be self-initiating and effective in diary and time management.</li> <li>• Know limits of professional knowledge and where and when to seek additional support.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Able to use your own initiative and also be a key team player.</li> <li>• Good IT skills to support good record keeping, report writing and analysis.</li> <li>• Ability to train staff and cascade key messages.</li> <li>• Maintain a high level of professionalism at all times in line with Autism Initiatives Code of Conduct.</li> </ul>
<p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Management/Supervisory experience.</li> <li>• Evidence of qualification or learning in autism specific training.</li> <li>• Postgraduate qualification in autism.</li> <li>• Lived experience.</li> </ul>
<p><b>Date reviewed: May 2025</b></p>