



Person specification			
Post title	Team Manager	Grade	Q
Service Area	Children's Social Care	Section/team	Children Looked After

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to illustrate understanding of general social work principles and knowledge, the role and function of a Social Worker in the field of childcare specifically in the field of children looked after.	E	A/I
S2	Be able to express an appreciation and understanding of current childcare legislation and its application to working practices.	E	A/I
S3	Be able to apply 1 and 2 into effective working practice	E	A/I
S4	Ability to see/use advice and supervision appropriately	E	A/I
S5	Evidence of experience of managing staff and resources including staff supervision.	E	A/I
S6	Be able to effectively communicate with other agencies and service users and be able to work in collaboration with each other	E	A/I
S7	Have the ability to manage time/self efficiently and effectively	E	I
S8	Ability to be able to understand and use performance management information to support the work of the team.	E	A/I
S9	Ability to write concise reports and maintain appropriate social work records.	E	A
S10	Ability to be able to understand and use performance management information to support the work of the team.	E	A/I
S11	Ability to deal with complaints in an effective manner.	E	A

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S12	Ability to effectively apply quality assurance processes and maintain the effectiveness of these.	E	A
S13	Ability to analyse information accurately and make judgements under pressure.	E	A/I
S14	To chair meetings effectively and ensure productive outcomes / activities.	E	A/I
S15	Ability to understand and work within legal requirements, including statute and regulations, whilst present information within court, and support other staff to do so, as and when required.	E	A/I
S15	Able to provide clear leadership and direction and motivate others.	E	A/I
S16	Skills in budgetary management, business planning and the application of quality assurance processes.	E	A/I
S17	Substantial experience of the use of quality assurance tools and processes.	E	A/I
S18	Extensive experience of performance monitoring and management.	E	A/I
S19	Proven experience of managing and developing the delivery of quality services to children and their families within an environment of competing priorities and finite resources.	E	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	I
P3	A demonstrable willingness to share information and work with other people.	E	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	I
P5	Demonstrate a commitment to improving services.	E	A/I
P6	Demonstrate a commitment to continuous learning and development.	E	A/I
P7	Demonstrate a commitment to working as part of a team in a flexible and responsible manner.	E	I

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P8	Ability to facilitate training / ability to facilitate reflective group supervision sessions.	D	A/I
Communication			
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	E	A/I
C2	Be able to effectively communicate with other agencies and service users and be able to work in collaboration with each other, in both written and verbal communication.	E	A/I
C3	Demonstrate an ability to communicate in an open and honest manner.	E	A/I
Qualifications			
Q1	CQSW / Dip SW / CSS.	E	C
Q2	To hold a satisfactory Enhanced DBS	E	C
Q3	Registration with Social Work England	E	C
Q4	Management training or qualification or the ability to undertake this level of study.	D	A
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities		A/I

A = Application form C = Certificate E = Exercise I = Interview P = Presentation AC = Assessment Centre T = Test

Date	Approved by authorised manager	Designation
06.10.21	Tracey Overs	Head of Service

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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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