

Person Specification

JOB TITLE:	Team Manager 0-25 Transitions Lead	POST NO:	
GRADE:	14	DEPARTMENT:	Adult Services
HOURS	37		
DIVISION:	Adult Social Care	DIRECTOR:	Charlotte Black
DATE:	17.04.2018	COMPLETED BY:	Debbie McQuade

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • In depth Knowledge and experience of the values and principles underpinning service user involvement and good Customer Care. • Knowledge of complaints and advocacy legislation and guidance. • In depth theoretical and operational knowledge and understanding of the current legislative framework and procedural guidance relating to the work of Children's and Adult Social Care. • In depth knowledge and understanding of best practice and national developments relating to Disabled People, transitions and adult care. • Knowledge of performance management frameworks and management of information. • Knowledge of the management of people within the field of Social Care. 	<ul style="list-style-type: none"> • Involvement in workshops/ consultations/ working groups. • A management qualification. • Supervisory experience. • Knowledge of budget/ resource management.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to communicate skilfully and effectively verbally and in writing, to a range of audiences and including Children and Adults with a range of disabilities, carers, staff and professional colleagues and Cabinet members. • Ability to plan and prioritise the allocation of work to staff appropriate to their level of experience and which effectively responds to service users, and is compliant with policy and procedure. 	<ul style="list-style-type: none"> • Familiarity with electronic business support processes for records, calendar management, word processing etc.

	<ul style="list-style-type: none"> • Ability to manage systems and processes relating to the employment and responsibility for individual members of staff - capability/ absence. • A demonstrable ability to analyse information to determine and plan interventions and decide and direct a course of action with staff with case responsibility for service users. • Ability to transfer knowledge and skills to staff and colleagues through supervision, coaching, mentoring and co-working. • Some previous project/ management experience. • Knowledge of financial systems and ability to manage a budget effectively through prioritising expenditure and monitoring spending pressures. • Ability to disseminate information and facilitate business planning and consultation between staff and senior managers. • Knowledge of risk management processes and the ability to assess and manage risk professionally to service users and organisationally (risk to staff/resources) 	
EXPERIENCE	<ul style="list-style-type: none"> • To demonstrate significant Post Qualifying experience in the field of Social Care. • Prior experience of coaching/ mentoring/ co-working/ supervision/ practice teaching. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in Social Work or equivalent. • Registration with the GSCC. 	<ul style="list-style-type: none"> • Consolidation award • Management qualification.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to travel between locations. 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care 	

