

**Person Specification**  
**Wellbeing, Care and Learning**  
**Team Manager**  
**Initial Contact, Referral and Assessment**



**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- Recognised Social Work Qualification, e.g. CQSW, CSS, DipSW, Degree in Social Work, or equivalent and to have the Approved Mental Health Professional (AMHP) qualification
- Minimum of 3 years post qualifying experience
- Evidence of PQ or short course training
- Excellent management skills
- Knowledge and understanding of statutory requirements, local procedures, best practice and current trends in adult, child care and mental health practice
- Able to lead a team and deliver to an agreed business plan
- Able to analyse complex issues and think strategically
- Good presentation and communication skills
- Excellent recording and report writing skills using electronic data information systems
- Experience of working in partnership with service users, carers, service providers and other professionals
- Able to liaise effectively with other agencies and professionals
- Time management skills and the ability to prioritise and organise workloads
- Track record of effective leadership, development and motivation of staff
- Track record of achieving service improvement and/or development
- Willingness to undertake further training as required, with a positive approach to self-development
- Commitment and experience in promoting and supporting the development of colleagues
- Flexibility, able to work regular unsocial hours at short notice

**Desirable**

- Able to use IT with confidence
- Good financial management skills
- Previous experience of staff supervision
- Knowledge of resources – health, local authority, voluntary and independent sector
- Able to attend various sites across Newcastle
- Access to personal transport

**Part B**

The following criteria will be further explored at the interview stage:

- Management skills
- Knowledge and understanding of statutory requirements, local procedures, best practice and current trends in adult, child care and mental health practice
- Ability to lead a team and deliver to an agreed business plan
- Ability to analyse complex issues and think strategically

- Presentation and communication skills
- Recording and report writing skills using electronic data information systems
- Experience of working in partnership with service users, carers, service providers and other professionals
- Ability to liaise effectively with other agencies and professionals
- Track record of effective leadership, development and motivation of staff
- Track record of achieving service improvement and/or development
- Willingness to undertake further training as required, with a positive approach to self-development
- Reliable and self-reliant, but will seek guidance appropriately
- Commitment and experience in promoting and supporting the development of colleagues
- Organisational skills and the ability to work to tight timescales whilst being detail conscious
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

### **Additional Requirements**

- Regulated Activity DBS Disclosure Certificate
- Suitability to work with client group
- HCPC Registration
- Flexible approach to work, location, duties and hours