**Person Specification**

**Job Title:**

**Assistant Team Manager**

**Service: Children’s Services Role Profile reference: PC5**

**Strengths for Matching (IJM Assessment)**

(Core strengths for this particular profile have been marked on the sheet. Please select 3-4 extra strengths that are specific to the role).

**Please note:** You do not need to write anything on your application form about how you meet these strengths. By completing the online assessment your individual strengths have already been matched against them. You only need to write about the ‘essential requirements’.

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| **Strength** | **In this role it is important that an employee** | | | **Core**  **Strength** |
| **Persuasive** (Relationships with people) | Dislikes  consciously attempting to influence others | As happy as most  people to persuade  / influence others | Likes to get people to  do things by presenting a convincing case |  |
| **Controlling** (Relationships with people) | Lets others take  the leadership role and give instructions | As comfortable as  most when leading on activities | Likes to take a  leadership role and manage and direct the work of others |  |
| **Caring** (Relationships with people) | Reserves help and  support for particularly serious problems | A balanced  approach to providing sympathy and support. | Sympathetic and  supportive to others |  |
| **Forward thinking** (Thinking style) | Focuses on the  here and now | Can consider both  short term and long term needs when necessary | Sets long term goals  and takes a strategic perspective |  |
| **Decisive** (Dynamism/ Energies) | Prefers a cautious  approach to making decisions, taking time to reach conclusions | Takes decisions in  a considered way, neither overly slowly or quickly. | Regularly makes fast  decisions and reaches conclusions quickly |  |

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| **Essential Requirements** | |
| **Communicating (verbal)** - Able to share information, obtain  information and have dialogue with others either in person or over the telephone. | Interview |
| **Communicating (written)** - Able to share information and obtain  information from others through written communication. | Application form |
| Possession of :   A Social Work qualification (Dip SW or CQSW) or equivalent social work qualification.   HCPC registration to practice.   Enhanced DBS clearance.   Evidence of containing professional development in social work demonstrating enhanced theoretical, legislative and research knowledge.  The willingness and ability to obtain and/ or enhance qualifications and/ or training for development in this post. | Application  Form/Interview |
| Ability to develop knowledge, experience of or undertake:   Thorough and up to date understanding of the legislative, procedural and research base underpinning social work with children and families.   Extensive knowledge of issues prevalent in cases necessitating the protection of children.   Knowledge of current developments affecting the provision of  children’s services including the political and social policy context.   Ability to apply knowledge of legislation, research and policy to the practice of social work with children and families.   Ability to identify indicators of risk and resilience and carry out effective risk assessment.   Ability to understand and communicate the role of the LA children’s services and the level of need/risk that demands a statutory response.   Excellent verbal and written communication skills providing the ability to effectively engage with a range of individuals including children, parents and carers, other professionals and colleagues.   Excellent written skills with the ability to produce high quality professional reports which clearly articulate and evidence  issues for children and young people.   Ability to present and disseminate information to support learning and development for social care staff and staff from partner agencies.   Ability to effectively chair and manage meetings.   Competent use of ICT. | Application form/ Interview |

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|  Proven ability to amalgamate and use information to generate  high performance at case and team level. |  |
| Possession of :   Extensive post qualifying experience of statutory social work within children and families in a statutory and/or third sector setting.   Experience of working across agencies promoting understanding and good practice in relation to children’s safeguarding matters.   Experience of providing technical and developmental supervision in a social care context.   Supervising students and/or newly qualified social workers. | Application  Form/Interview |
| Customer Service Excellence – Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations. | Application form/Interview |
| Ability to meet the travel requirements of the post | Interview |
| The ability to work outside of normal working hours to meet the  needs of the service. | Application form/Interview |
| Strategic Perspective – Takes a long-term view, sets goals, and  evaluates the impact of ideas and policy decisions. | Interview/Managerial  Scenarios  Assessment |
| Management –   Establish direction, influence others towards shared goals and empower, inspire and motivate individuals. Model the social work role, promote social work and decision making within and outside the organisation.   Self-motivated, resilient and committed to excellent social work practice.   Able to take ownership and responsibility arising from own  and others’ case work appropriate to the level of the post.   Willingness to lead by example and promote excellence. | Interview/Application Form/Managerial Scenarios Assessment |
| Flexibility – an ability to work effectively despite changes in  colleagues, settings and environment as well as changing working hours and working weekends | Application form/Interview |
| Commitment to Equal opportunities | Interview |

**Extra essential requirements – Please add or delete as appropriate to the job role.**

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| **PC Skills -** Able to effectively use a PC to prepare documents,  record information or input data. | Application  form/Interview |
| **Decision making –** A willingness to take action and to make  decisions in line with support plans, policies and procedures, being resourceful in the face of challenges | Application  form/Interview |
| **Democratic –** Seeks and considers the views of others in setting  and deciding plans, activities and progress. | Application  form/Interview |
| **Team working** – be able to work effectively within a busy team | Application |

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| environment, be helpful and co-operative with others | form/Interview |
| **Vigour** – Works at a fast pace, copes well with higher  levels of workload. | Application  form/Interview |
| **Listening** - Listens to others to assess requirements in order to  respond appropriately and efficiently. | Application  form/Interview |
| **Innovation -** the ability to be creative in working through problems and making decisions. | Application form/Interview |
| An ability to manage budgets | Application  form/Interview |