# **PERSON SPECIFICATION: ASSISTANT TEAM MANAGER POST REFERENCE: SR-107061**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | CSS/CQSW/DipSW/Degree in Social Work that permits registration with the Health Care Professions Council as a Social Worker. (F)  Registered with HCPC as a Social Worker (F) | Management Qualification, CMS, DMS or equivalent or commitment to undertake qualification once an opportunity arises (F)  Post Qualifying Award (F)  Practice Educator/Teachers Award and/or training in supervision of staff (F) |
| * **Work or other relevant experience** | Recent working experience within a children & families environment (F)  Significant post qualifying experience (F), (I)  Experience of working with staff from a diverse range of organisations (F) | Experience of managing budgets and a clear understanding of the issues associated with section 17 (Children Act) and other family based funds. (I)  Experience of management in a multi agency setting. (I)  Experience of implementing new processes at a strategic and operational level (F), (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Demonstrates working knowledge of appropriate legislation such as the Children Act 1989 and 2004 (I), Working Together (2015) (F), (I)  Knowledge of departmental policies, procedures and practice guidance (F), (I)  Demonstrates practical knowledge in respect of child development and family functioning (I)  Demonstrates an understanding of the process of assessment, planning and review (I)  Demonstrates ability to work with other professionals (I)  Information Technology skills (F)  Demonstrates ability to provide supervision and support to colleagues (F), (I)  Evidences ability to engage and develop effective working relationships with children, young people, adults and other practitioners. (I)  Evidences ability to set and work to goals or deadlines that are realistic (I)  Ability to work as part of a team and communicate effectively at all levels both orally and in writing (F) (I). | Demonstrates the ability to implement reforms in practice and support colleagues to develop new skills (F)  Demonstrates knowledge of a wide range of services and resources provided in the statutory, voluntary and independent sectors (I) | |
| * + **General competencies** | Need to have access to transport for work purposes including the transport of children and families (F)  Demonstrates a willingness to take additional training and development to enhance competencies and skills (I)  Ability to work in an assertive but supportive manner with both staff and service users. (F), (I)  Ability to work flexibly and to own initiative without close supervision (I) (F) | Demonstrates the ability to engage with Colleagues, Community Leaders, and Heads of other services. (I) | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.