

**Person Specification  
Team Manager  
Adult and Older People's Service**



**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, with at least 3 to 4 years post qualifying experience in field work or other related experience
- Knowledge and understanding of The Care Act and the Mental Capacity Act, with knowledge of current Safeguarding Policies and Procedures
- Excellent management skills with the ability to lead a social work team, taking an overview of work, allocating responsibilities to staff and ensuring effective output of work and forward planning
- Track record of effective leadership, supporting the development and motivation of staff
- Able to summarise, analyse and evaluate complex information
- Excellent recording and report writing skills using electronic data information systems
- Effective assessment, planning and reviewing skills, with the ability to prioritise and organise tasks and manage workloads
- Able to contribute to, and work within, a supportive team environment
- Able to liaise effectively with other agencies and professionals and to establish and maintain effective working relationships across the Council and with external partners

**Desirable**

- Able to use information management systems to interpret and produce good quality data in a variety of formats
- Track record of achieving service improvement and/or development
- Previous experience of supervising staff

**Part B**

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Post qualifying experience, including experience in field work and other related experience
- Leadership and management skills
- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Knowledge of relevant legislation and statutory guidance
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development
- Organisational skills and the ability to work to tight timescales whilst being detail conscious
- Evidence of good written and verbal communication skills
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

**Additional Requirements**

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