



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Partners in Practice Co-ordinator

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ level 3 in related subject, professional qualification 	<ul style="list-style-type: none"> ICT / data management qualification or short course 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Pro-active communication with a range of stakeholders Experience of managing accurate records and information in order to support insight Planning and managing a work calendar on behalf of a team Writing reports and/or commentary Recording and data entry Designing mailing and version control systems 	<ul style="list-style-type: none"> Creating systems and tools for evaluation and improvement Partnership working Research and evaluation Proof reading 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Pro-active and assertive communicator, happy to engage with others in person, by phone and in written form Highly organised and able to anticipate organisational requirements through pro-active planning Able to define and draft simple processes, instructions and forms Able to critically evaluate business process and propose improvement Good computer and ICT skills with an ability to be creative 	<ul style="list-style-type: none"> Monitoring and evaluation skills Knowledge of creative & digital media Knowledge of child protection policies and procedures Knowledge of Council structure, governance and procedures Good working knowledge of the range of services available for children 	<ul style="list-style-type: none"> Interview Presentation References
Disposition	<ul style="list-style-type: none"> A keen eye for detail and accuracy, Well organised and able to 		<ul style="list-style-type: none"> Interview Presentation Reference

	<p>organise others</p> <ul style="list-style-type: none"> • Ability to work under own initiative and as a team member • Provides a positive outlook and is a positive example to others • Ability to demonstrate integration of equality and diversity into work • Resilience and the capacity to manage a reasonable workload 		
Circumstances	<ul style="list-style-type: none"> • Able to work flexible hours, evenings, weekends on occasion • Basic security clearance 		<ul style="list-style-type: none"> • Interview • Basic check