



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Deprivation of Liberty (DOL) Support Officer

**GRADE:** Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Educated to BTEC First Diploma or equivalent in an appropriate discipline</li> </ul>	<ul style="list-style-type: none"> <li>ECDL/CLAIT or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Significant experience of working as a clerical officer</li> <li>Experience of using IT packages e.g. Microsoft Office (Word and Excel)</li> <li>Experience of dealing with the public both face to face and on the telephone</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as a clerical officer in local government</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>An awareness of the Mental Capacity Act and the Deprivation of Liberty Safeguards processes</li> <li>Excellent verbal and written communication skills</li> <li>Advisory and guiding skills</li> <li>Good organisational skills</li> <li>Excellent literacy and numeracy skills</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to work under pressure and to legislative timescales</li> <li>Able to work as part of team</li> <li>Flexible approach to work</li> <li>Committed to the principles of equality and diversity</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Able to work outside normal office hours when required</li> <li>Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>Basic Check</li> </ul>