

**Person Specification  
Deputy Officer in Charge  
Children's Residential Units**

**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- NVQ Level 3 in Child Care **or** Recognised Social Work Qualification, e.g., CQSW, CSS, DipSW, Degree in Social Work, or equivalent (along with relevant professional registration)
- Knowledge and understanding of Children's Home Regulations, The Children Act 1989, Care Standards Act 2000, Every Child Matters 2003
- Effective time management skills with the ability to manage, prioritise and distribute tasks and caseloads
- Excellent recording and report writing skills using electronic data information systems
- Able to demonstrate knowledge and understanding of child development, needs of troubled children, environmental factors and risk and protective factors
- Experience of working with children, young people, carers and families
- Able to create a rapport and build trusting relationships with children, young people and families
- Able to contribute to, and work within, a supportive team environment to achieve service outcomes and assisting in the overall running of the unit
- Able to support/mentor new and less experienced staff
- Commitment to assisting and supporting the development of colleagues
- Able to deal effectively with difficult and abusive behaviour
- Able to liaise effectively with other agencies and professionals
- Strong negotiating skills
- An awareness of confidentiality and its implications
- Able to work flexibly and autonomously and with minimal supervision and to demonstrate confidence in work role

**Desirable**

- Able to contribute to personal continuous service development
- Other related training in relevant fields, for example, Psychology, Sociology, etc.
- Experience of multi-agency working
- Knowledge and understanding of a child's needs and the effects of the child's and family's history
- Able to provide basics for physical and emotional wellbeing of children and young people
- Able to demonstrate assertive behaviour when required
- Full driving licence and/or access to personal transport

**Part B**

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

- Previous experience of working with looked after children and other related experience

- Previous supervisory experience and/or skills
- Ability to demonstrate initiative
- Knowledge of relevant legislation and statutory guidance
- Knowledge of child abuse and child protection issues
- Ability to maintain monetary records and act and promote responsibility for safeguarding personal possessions
- Awareness of substance abuse
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development
- 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
- Flexible approach to work, location, duties and hours – able to follow a work rota, including weekend working and sleep-ins as required