# **PERSON SPECIFICATION: Assistant Team Manager POST REFERENCE: 107065**

**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 CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)**
* **Mandatory training requirements**
 | CSS/CQSW/DipSW/Degree in Social Work that permits registration with SW England as a Social Worker.Registered with Social Work England as a Social Worker and commitment to evidencing regular CPD in line with registration (F)CPD including Signs of Safety, Safeguarding Children and three yearly refresher,  | Management Qualification, CMS, DMS or equivalent or commitment to undertake qualification once an opportunity arises (F)Post Qualifying AwardPractice Educator/Teachers Award and/or training in supervision of staff  |
| * **Work or other relevant experience**
 | Must have at least 3 year’s post qualifying experience working within a statutory children & families environment (F) 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 |
| **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), Knowledge of departmental policies, procedures and practice guidance 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) | 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**
 | 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)Need to have access to transport for work purposes including the transport of children and families (F)Ability to work as part of a team and communicate effectively at all levels both orally and in writing (F) (I).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)**On-going Training Requirements**The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
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| Corporate E-Induction (e-learning) ICS New Starter-Specific to Children’s Social Signs of Safety  |

 Employee Protection Register  Health & Safety Awareness Information Governance/Security Awareness

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| Safeguarding All (e-learning) Equality and Diversity (e-learning) Safeguarding Against Radicalisation - The Prevent Duty (e-learning) Assessed & Supported Year in Employment Mentoring Sessions |
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  | Induction ProgrammeInduction ProgrammeInduction (refresher as required)Refreshed every two yearsRefreshed every three yearsRefreshed every two yearsRefreshed every three yearsRefreshed every three yearsRefreshed every three years |

 | Demonstrates the ability to engage with Colleagues, Community Leaders, Heads of other services. (I) |
|  **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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.