

Person Specification



Prevention, Information and Advice Lead (AA4166) N7

Part A

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

Essential

- Knowledge of current priorities for social care, the voluntary sector, and partner organisations such as health.
- The ability to interpret local and national policy and legislation.
- Experience of and ability to update and manage electronic information systems, managing the site structure of a complex website and content management system.
- Ability to contribute to policy development and provide advice and guidance on the development of relevant policies and procedures.
- Experience of supporting the implementation of change with the ability to motivate and support others in new ways of working.
- The ability to design, consult, implement and evaluate successful and integrated partnership working in a positive and collaborative way.
- Evidence of ability to analyse numerical and statistical information and present outcomes in a range of innovative formats.
- Experience of problem solving, developing and delivering innovative solutions
- Experience of marketing and publicising a service
- Experience of consultation with customers/ service users
- Ability to persuade, negotiate and influence
- Ability to prioritise workload to achieve deadlines working on own initiative and as part of a wider team.

Desirable

- A detailed knowledge of the information and advice duties of the Care Act.
- Track record of developing prevention strategies to reduce demand for long term services.
- Experience of working in either social care, education, voluntary sector, or health environment in a marketing/ information role.

Part B

The following criteria will be further explored at the interview stage:

- Points listed within the essential criteria in Part A
- Commitment to equalities