

PERSON SPECIFICATION: Team Leader

POST REFERENCE: 108388

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.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please 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)	NVQ Level 4 in Health & Social Care or equivalent	Educated to Degree level (F) Post-graduate management qualification (F) 3 years' experience of managing staff and functions (F,I)
- Work or other relevant experience	Experience in providing a range of recovery-oriented and evidence-based interventions to in a community-based setting. (F,I) Experience of providing consistent and structured line management supervision to practitioners within a health and/or social care setting. (F,I)	

	Experience of leading on specific areas of service development or initiatives to improve service delivery within a health and/or social care setting. (F,I) Experience of providing interventions that support individuals to develop their personal strengths. (F,I) Experience of working as part of a management team, taking collective responsibility for meeting service objectives. (F,I)	
- Skills, abilities, knowledge and competencies	Excellent written and oral communication skills including report writing (F,I) Ability to develop data sharing protocols and similar documents (F,I) Enhanced negotiation skills (F,I) Excellent knowledge of Microsoft software applications, especially, Word and Excel (F,I,T) Detailed knowledge of professional standards and practices relating to drug and alcohol services, including safeguarding (F, I)	Knowledge and understanding of public health policy and frameworks (F,I) Knowledge of national substance misuse strategies (F,I) Knowledge of national criminal justice agenda and in particular reduction of drug related crime (F,I) Detailed knowledge of the Public Health Framework (F,I)
- General competencies	Ability to ensure the management of sensitive and confidential information, through a detailed knowledge of Data Protection and data security (F,I) Knowledge of relevant sources of information and appropriate techniques for accurate and effective evaluation (F,I) Ability to communicate at all levels (F,I)	

	Produce work to high standards (F,I,T) Ability to think widely and deal logically with problems (F,I) Highly motivated and able to use own initiative and motivate others (F,I) Ability to operate as a team player (F,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.