**Person Specification**

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| Assistant Team Manager | Directorate | Adult Social Care |

Job Title

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|  | Division | Dudley Disability Service |

Post Number

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| 11 | Salary |  | Section | Multi-disciplinary teams |

Grade

Criteria (Essential) Assessment By

Application Interview Test

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| |  | | --- | | **Experience** | | 1. Full compliance with all requirements of the Regulatory Body. | | 2. Experience of providing services post qualification. | | 3. Practical experience in social care services for adults | | 4. Demonstrate experience in providing supervision/professional guidance to staff and an ability to model good practice and reflective supervision skills/provide a role model for developing teams of reflective practitioners. | | |  |  |  | | --- | --- | --- | |  |  |  | | √ | √ |  | | √ | √ |  | | √ | √ | √ | | √ | √ |  | |

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| |  | | --- | | **Qualifications / Training** | | 1. CQSW, DipSW, SW Degree or other qualification recognised by HCPC. | | 2. Demonstrate a personal commitment to continuing professional development. | | 3. Demonstrate a working knowledge of legislation, government directives and guidance relating to social care services for adults. | | 4. Demonstrate an awareness of legal requirements with respect to record keeping and the use and transfer of information. | | 5. Maintain awareness of own professional limitations and knowledge gaps. | | 6. Where appropriate, demonstrate a critical understanding of specialist areas e.g. learning disabilities, autism; dementia; sensory impairment, etc. | | |  |  |  | | --- | --- | --- | |  |  |  | | √ |  |  | | √ | √ |  | | √ | √ | √ | | √ | √ |  | | √ | √ |  | | √ | √ |  | |

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| |  | | --- | | **Practical Skills** | | 1. Model and promote a culture of clear communication within the team. | | | |  |  |  | | --- | --- | --- | |  |  |  | | √ | √ |  | | | | |
| 2. Communicate effectively in complex and challenging situations to a wide range of audiences, including public speaking. |  | | √ | √ |  |
| 3. Support others to apply knowledge to practice. | √ | √ |  |
| 4. Model effective engagement with a wide range of people and support others to do this, including in situations of hostility and risk. | √ | √ |  |
| 5. Take responsibility for positive use of workload and risk management tools using data to inform service processes. | √ | √ |  |
| 6. Evaluate and analyse recording and the use of information systems, using evidence to inform good practice. | √ | √ |  |
| 7. Advise, model and support others to share information appropriately, providing leadership when dealing with the sensitive exploration of issues of privacy in risky situations. | √ | √ |  |
| 8. Promote confident and critical application of professional ethics to decision making. | √ | √ |  |
| 9. Be able to gather, analyse and review complex/ contradictory information quickly and effectively, using it to reach informed decisions. | √ | √ |  |
| 10. Support and encourage professional decision making in others. | √ | √ |  |
| 11. Model effective assessment and management of risk in complex situations, ensuring it reflects current best practice. | √ | √ |  |
| 12. Lead and coordinate s42 enquiries | √ | √ |  |
| 13. Provide critical reflection, challenge and evidence informed decision making in complex situations. | √ | √ |  |
| 14. Provide professional social work advice based on clear rationale and advanced professional knowledge and ensure supplementary professional advice is provided by other relevant professionals if necessary. | √ | √ |  |
| 15. Manage organisational change. | √ | √ |  |
| 16. Address performance issues as they arise. | √ | √ |  |
| 17. Contribute to the identification and meeting of staff development needs. | √ | √ |  |
| 18. Promote positive approaches to diversity and promote peoples’ right to autonomy. | √ | √ |  |
| 19. Ensure practice is underpinned by policy, procedures, code of conduct, to promote individuals’ rights to determine their own solutions, promoting problem solving skills whilst recognising how and when self-determination might be constrained by law. | √ | √ |  |

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| |  | | --- | | **Personal Qualities and Attributes** | | 1. Able to inspire and motivate team members to develop and provide high quality services. | | 2. Willing to develop skills and knowledge in professional disciplines other than one’s own. | | | |  |  |  | | --- | --- | --- | |  |  |  | | √ | √ |  | | √ | √ |  | | | | |
| 3. Demonstrate a high personal commitment to equality and diversity agendas, and working in an inclusive way with professionals from other organisations and people who use services and their carers |  | | √ | √ |  |
| 4. Able to develop strong working relationships and exert positive influence | √ | √ |  |
| 5. Able to work flexibly and adapt quickly to changing circumstances | √ | √ |  |

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| Updated by Shabila Bi |
| 2023 |

Prepared By

Date