



Person Specification			
Post title	Assistant Care Manager	Grade	G / £32,061 - £33,699 per annum

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months * * *

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	The ability to carry out simple effective person centred assessment of needs with clearly identified outcomes. To plan, co-ordinate and review support packages in a clear and imaginative way minimising risk to service users and carers.	CV/SS, I
S2	Knowledge of the Care Act 2014 and its implementation	CV/SS, I
S3	To have an understanding of the role of other agencies and skills to build relationships to the benefits of multi-agency working	CV/SS, I
S4	Ability to develop and maintain good working relationships with colleagues, service users and carers.	CV/SS, I
S5	Able to demonstrate good verbal and written communication skills.	CV/SS, I
S6	Demonstrate a personal commitment to continuous learning and development.	CV/SS, I
S7	Demonstrate a commitment to safeguarding and promote the welfare of adults and their carers.	CV/SS, I
S8	Ability to demonstrate excellent organisational skills and to prioritise and manage time effectively	CV/SS, I
S9	Be aware of issues with regard to equal opportunities and anti discriminatory practice and to act accordingly	CV/SS, I
S10	Ability to take advantage of, and use, information technology including LAS, and other systems	CV/SS, I
S11	Ability to work flexibly	CV/SS, I
S12	Ability to work in a fast paced environment.	CV/SS, I
Personal attributes and circumstances		

June 2024





P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	The Ability to communicate in a professional manner.	CV/SS, I
C2	The Ability to Communicate as part of a team.	CV/SS, I
Qualifications		
Q1	NVQ Level 3 in Health and Social Care or equivalent qualification	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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