



Person Specification			
Post title	Independent Living Operational Manager	Grade	Grade N / £47,181 to £48,226

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	Detailed working knowledge of a range of independent living services including occupational therapy services and Disabled Facilities Grants so that legislative requirements and best practice is always demonstrated.	CV/SS, I
S2	Experience in a leadership/management role in a social care/health or allied setting	CV/SS, I
S3	Ability to successfully managing and drive improvement in large teams to achieve their performance standards and targets in line with organisational policies and procedures, including supervision, performance management and deployment of staff.	CV/SS, I
S4	Ability to contract manage externally commissioned services so that they delivered the agreed specification and achieve their performance targets.	CV/SS, I
S5	Experience of multi and inter agency working and working across systems	CV/SS, I
S6	Ability to successfully managing budgets and utilise systems of financial management in line with organisational financial procedures and regulations.	CV/SS, I
S7	Experience working in a person-centred way at an individual level to help service users achieve positive wellbeing for themselves and on a wider level to influence the way services operate and work together.	CV/SS, I
S8	Experience of successfully managing change in operational teams.	CV/SS, I
S9	Competent user of MS Office, specifically Word, Excel, PowerPoint and Outlook	CV/SS, I

June 2024





S10	Experience using client databases to record and search information.	CV/SS, I
S11	Ability to manage time, plan and prioritise work when there are competing demands	CV/SS, I
S12	Possess an understanding, determination, and commitment to the pursuit of equal opportunities and anti-discriminatory practice for service users/carers and within the organisation	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Demonstrate a personal commitment to continuous learning and development	CV/SS, I
P3	Demonstrate a commitment to working as part of a team in a flexible and responsive manner	CV/SS, I
P4	Demonstrate a commitment to positively embedding change in teams	CV/SS, I
Communication		
C1	Excellent communication and interpersonal skills working with a range of internal and external stakeholders to develop shared vision and seamless services across organisational boundaries.	CV/SS, I
C2	Experience representing your service at internal and external forums.	CV/SS, I
C3	Excellent written communication skills and experience of writing reports and presenting information to others clearly, utilising relevant information and data	CV/SS, I
Qualifications		
Q1	Degree level or equivalent in a related area	CV/SS, C
Q2	Track record of continuous relevant personal and professional development	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.**

June 2024





- **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.

June 2024

