



Person Specification			
Post title	Children's Services Team Manager	Grade	Q

* * * 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	Ability to illustrate understanding of general social work principles and knowledge, the role and function of a Social Worker in the field of child care.	CV/SS /I
S2	Be able to express an appreciation and understanding of current child care legislation, up to date research and its application to working practices.	CV/SS /I
S3	Be able to apply 1 and 2 into effective working practice.	CV/SS /I
S4	Ability to see / use advice and supervision appropriately.	I
S5	Evidence of experience of managing staff and resources including staff supervision.	CV/SS /I / E
S6	To have an understanding of the role of other agencies and work together in an effective manner, using your own initiative.	CV/SS /I
S7	Be able to effectively communicate with other agencies and service users and be able to work in collaboration with each other, in both written and verbal communication.	CV/SS /I
S8	Have the ability to manage time / self efficiently and effectively.	CV/SS /I
S9	Ability to write concise reports and maintain appropriate social work records.	CV/SS /I / E
S10	Ability to be able to understand and use performance management information to support the work of the team.	CV/SS /I / E
S11	Ability to deal with complaints in an effective manner.	E
S12	Ability to work co-operatively with colleagues and work on own initiative.	E

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S13	Ability to effectively apply quality assurance processes and maintain the effectiveness of these.	E
S14	Ability to analyse information accurately and make judgements under pressure.	E
S15	To chair meetings effectively and ensure productive outcomes / activities.	E
S16	Ability to oversee child protection enquiries, investigations and care planning and ensure best practice.	E
S17	Ability to understand and work within legal requirements, including statute and regulations, whilst present information within court, and support other staff to do so, as and when required.	E
S18	Able to provide clear leadership and direction and motivate others.	E
S19	Skills in budgetary management, business planning and the application of quality assurance processes.	E
S20	Skills in managing change and applying a systematic approach to prioritisation of tasks and problem solving.	E
S21	Substantial experience of the use of quality assurance tools and processes.	E
S22	Extensive experience of performance monitoring and management.	E
S23	Substantial and proven post-qualification experience and practice within an area of child and family services.	E
S24	Proven experience of managing and developing the delivery of quality services to children and their families within an environment of competing priorities and finite resources.	E
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Demonstrate a commitment to improving services.	I
P3	Demonstrate a commitment to continuous learning and development.	I
P4	Demonstrate a commitment to working as part of a team in a flexible and responsible manner.	I
P5	Ability to facilitate training / ability to facilitate reflective group supervision sessions.	CV/SS /I / E
Health & Safety		
H1	Ability to use equipment as instructed and trained.	I

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H2	Ability to inform management of any health and safety issues which could place individuals in danger.	E
H3	Able to meet fully the requirement of the post and cover the geographical area required, either by possession of a valid driving licence and access to public or other transport in line with the Equality Act 2010.	E
H4	A commitment to work outside of normal working hours as and when required.	E
Qualifications		
Q1	CQSW / Dip SW / CSS.	Certificate
Q3	Registration with SWE	Certificate
Q4	Management training or qualification or the ability to undertake this level of study.	Certificate
Q5	Practice Educators Award.	Certificate

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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