



Person Specification			
Post title	C&M ADASS Programme Manager	Grade	PMG 1 / £54,703 - £60,044

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 think strategically and to turn strategy into action.	CV/SS, I
S2	The ability to interpret and develop understanding of the implications of any legislation or policy that would impact on local authorities.	CV/SS, I
S3	The ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales.	I
S4	The ability to foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning.	I
S5	Well-developed ICT skills including skills in the use of Excel for analysing data and for analysing and presenting data.	CV/SS
S6	The ability to represent C&M ADASS in ICS and Regional Forums in sensitive and political situations, partaking in complex negotiations and delivering difficult messages where required to senior-level audiences.	CV/SS, I
S7	The ability to overcome resistance to deliver successful outcomes.	I
S8	Ability to develop, manage and monitor projects with clear targets and milestones, and to review, reflect and use learning to inform future work and embed continuous improvement.	CV/SS, I
S9	Demonstrate an understanding of national, regional and local government Adult Social Care policy.	CV/SS, I
S10	Demonstrate a strong understanding of the challenges and opportunities facing Adult Social Care, and the interface between Health & Social Care.	CV/SS, I
S11	Demonstrate an understanding of equality, diversity and inclusion in the context of adult social care.	CV/SS, I
S12	Experience in driving change or transformation, and of managing in a complex challenging, multi-	CV/SS, I

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	agency environment, with extensive experience of programme and project management.	
S13	Experience of managing complex situations, using evidence to analyse and interpret the situation and provide options for resolution or improvement.	CV/SS, I
S14	Demonstrate experience of identifying best practice in relation to Adult Social Care and Integrated Health and Social Care.	CV/SS, I
S15	Experience of writing reports and briefing notes for a wide range of audiences and is able to clearly and concisely describe the impact and effect of transformation projects.	CV/SS, I
S16	Experience of managing others in project groups, including third party partners, and can use their influence and persuasion skills to form productive teams, and deliver projects on time and within budget.	CV/SS, I
S17	Experience of partnership management and partnership development.	CV/SS, I
S18	Experience of policy development, interpretation, and implementation in major areas of activity.	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	Support equality, diversity and inclusion in the context of adult social care. Promote equality of opportunity and operate in line with Council values at all times.	I
P3	Resilient nature with the capacity to recover.	I
Communication		
C1	Good communication skills, and interpersonal skills, and experience of communicating at all levels and presenting complex, sensitive, and contentious information to a range of audiences including strong external communication skills.	CV/SS, I
C2	Ability to present reports to senior multi agency colleagues in a clear and concise manner.	CV/SS, I
C3	Stay connected to current thinking through collaboration and engagement with local authorities, other networks and events and conferences.	I
Qualifications		
Q1	Educated to Degree level qualification, OR equivalent experience in a relevant discipline at a similar level.	CV/SS, I

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Q2	Ideally has formal project or programme management training, such as PRINCE2 or MSP	CV/SS
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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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