

## Person Specification

<b>Job Title</b>	Assistant Team Manager
<b>Grade</b>	POI
<b>Service/Section</b>	Day Opportunities
<b>Directorate</b>	Health and Adult Services

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>Knowledge, Skills and Abilities</b>	
Able to supervise and motivate staff	E
Able to assist in managing change	D
Able to work across client groups and service boundaries	E
Ability to communicate effectively, verbally and in writing with internal and external stakeholders.	D
Ability to work effectively across service sectors and multi-discipline team, e.g. voluntary, independent & private sector	D
Able to work as part of a team	D
Knowledge of best practice in developing independence and community access for disabled people	D
Knowledge of legislation and duties in respect of disabled people	D
Knowledge of Social Inclusion and the Social Model of Disability	E
Knowledge of Safeguarding protocols and procedure	E
Knowledge of the Personalisation agenda in social care	E
An ability to use IT to record, communicate and monitor service delivery	D
<b>Experience</b>	
CMS, DMS, NVQ level 4 in management or degree/diploma in social work	E
Experience of working in an outreach or community focused service	E
Experience of working with disabled people & their carers	D
Experience of supervising staff	E
Experience of joint work with other agencies/organisations	D

<b>Equal Opportunities</b>	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E