

Person Specification

Position Title	Assistant Team Leader
Division / Section	Children's Services
Service Area	Communities and Families
Responsible To	Team Leader

Person Specification

Qualifications, training & professional membership	<ul style="list-style-type: none"> Hold appropriate qualification for "Residential Child Care Workers with Supervisory Responsibilities" as laid down by the Scottish Social Services Council. 	Essential
	<ul style="list-style-type: none"> Appropriate registration for the position with the Scottish Social Services Council. [If not currently held, then this must be achieved within the timescales as laid out by the SSSC] 	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

PROFESSIONAL EXPERIENCE

- | | |
|---|-----------|
| <ul style="list-style-type: none"> Direct experience of working with young people who are Looked After. | Essential |
| <ul style="list-style-type: none"> Previous experience of working with young people in a residential setting. | Desirable |
| <ul style="list-style-type: none"> Prior experience in a managerial position within a social services setting. | Desirable |

KNOWLEDGE, SKILLS AND UNDERSTANDING

- An awareness of operational issues in residential care services for children and young people. Essential
- A knowledge of the legal/statutory framework for working with children and families. Essential
- Knowledge of the key planning and processes for Looked After Children. Essential
- Very well developed assessment and communication skills (written and verbal). Essential
- A knowledge of key theoretical frameworks and how they can be applied in working with children and families. Essential

LEADERSHIP AND MANAGEMENT

- Ability to support the continued professional development of staff. Essential
- Ability to maintain high practice standards in a culture of responsiveness to changing needs of children and families. Essential
- The ability to support the Team Leader in ensuring budget responsibility and to use the appropriate council systems in relation to financial matters. Essential
- Previous experience of managing, supervising or mentoring residential care staff. Desirable

TRANSFORMATIONAL CHANGE

- Experience of taking part in change processes in an organisation. Desirable

RELATIONSHIP MANAGEMENT

- A strong commitment to inter-agency working and the ability to form and maintain strong and effective professional relationships that Essential

influence behaviour and outcomes.

- Must be able to build and maintain effective relationships with partner agencies, especially with education and health services. Essential

ANALYSIS & PROBLEM SOLVING

- Ability to prioritise and co-ordinate resources. Essential
- Ability to contribute to the monitoring and analysis of performance with a strong commitment to performance improvement. Essential
- Ability to understand issues and problems, to analyse and assess complex situations, often within limited timescales Essential

Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

- Customer focused**
- Promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations
 - Identifies opportunities to improve the way the team delivers customer/client services
 - Ensures teams correctly identify customer/client needs and provide satisfactory solutions
 - Takes personal responsibility to manage customer/client relationships
 - Implements service improvements
 - Monitors quality of service.

- Works Effectively with others**
- Treats team members fairly and equally, recognises and demonstrates appreciation of their contribution
 - Identifies with and has a shared commitment to achieving team objectives
 - Shares knowledge and information with others
 - Thanks others for their contribution and efforts
 - Fosters good working relationships within teams in own department
 - Actively seeks others input and values their contributions.

Managing change

- Reacts positively to change
- Is flexible and adapts plans in response to change
- Prepares and supports team members during periods of change
- Constructively challenges current thinking and procedures and offers alternative solutions
- Gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.

Taking Ownership and Responsibility

- treats team members fairly and equally, recognises and demonstrates appreciation of their contribution
- identifies with and has a shared commitment to achieving team objectives
- shares knowledge and information with others
- thanks others for their contribution and efforts
- fosters good working relationships within teams in own department
- actively seeks others input and values their contributions.

Communicating Effectively

- Uses positive, appropriate language in all situations
- Communicates clearly and concisely to influence others
- Uses a variety of methods to communicate in the most effective manner
- Creates a positive confident impression
- Uses interpersonal skills to have a positive impact in meetings
- Keeps written messages simple.

Leading Others

- Earns respect by setting a positive example through own behaviour and actions
- Clearly identifies what has to be done and communicates reasons to team
- Motivates and drives individuals to achieve personal objectives
- Supports and encourages others to confidently make decisions
- Engages others and gains commitment to the Council vision
- Facilitates interactions so people work effectively together, handles strong personalities
- Adapts leadership style to suit different situations.

Managing Performance and Developing Others

- Earns respect by setting a positive example through own behaviour and actions
- Clearly identifies what has to be done and communicates reasons to team
- Motivates and drives individuals to achieve personal objectives
- Supports and encourages others to confidently make decisions
- Engages others and gains commitment to the Council vision
- Facilitates interactions so people work effectively together, handles strong personalities

- Adapts leadership style to suit different situations.

**Planning and
Decision Making**

- Regularly monitors progress and takes corrective action to ensure priorities are met
- Gathers information from several readily available sources
- Considers information objectively to establish logical options and generate solutions
- Considers options and risks before making a decision
- Determines resources and co-ordinates work logically to ensure tasks are completed effectively.

Political Sensitivity

- Understands how underlying issues and opportunities affecting the team impact on day to day planning
- Recognises team constraints - what is or is not possible in different circumstances
- Builds team relationships to get things done
- Accepts that the political decision making process of the Council will influence the team.