

# Recruitment person specification

Post being recruited for: Depute Manager – Care Home for Older People

## Council core competencies

### These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

### These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

## Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

# Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
<b>Experience</b>	<p>Minimum of four years working in a supervisory capacity in a social care environment</p> <p>Experience of working in a care service for older people</p> <p>Experience of working with older people with dementia</p> <p>Dealing with complex staffing situations involving medication</p> <p>Experience of planning and organising services</p> <p>Risk assessment and risk management</p> <p>Customer care</p>	<p>Experience of managing in a Care Home for Older People</p> <p>Experience of working with healthcare professionals</p>

<p><b>Knowledge, skills and understanding</b></p>	<p>The ageing process and working with older people</p> <p>The Regulatory Framework and the National Care Standards</p> <p>The legislative framework as it pertains to care homes for Older People.</p> <p>Written, verbal and interpersonal skills</p> <p>Leadership and team building skills</p> <p>Effective problem solving and decision making</p> <p>Assessment skills</p> <p>Report writing and audit skills</p> <p>Ability to prioritise and take decisions about personal time management</p> <p>Knowledge of Council and Department policies and procedures</p> <p>Managing challenging or conflict situations</p> <p>Understanding diversity and equal opportunities</p> <p>Understanding of financial control within a care home</p> <p>Coaching and mentoring</p> <p>I.C.T. skills</p> <p>Knowledge of Local and National Strategies for Older People</p> <p>Excellent communication skills, including with people with communication difficulties</p>	<p>Ability to interpret policy and legislation</p>
<p><b>Qualifications and training</b></p>	<p>SVQ 4 in Care or equivalent plus Registered Managers award – 60 credits at SVQF level 8 (Leadership Management) or equivalent</p>	

**Job specific requirements**

Post holder will be required to be flexible to meet operational requirements

A working pattern will apply to this post

A high level of ability in the following specific areas:

- Being Customer Focused
- Team Working
- Managing People Effectively