

Recruitment person specification

Post being recruited for: Team Leader – PrePare Team

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

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)
Experience	<p>Ability to develop a need- led service in line with changing needs of service users.</p> <p>Lead or participate in multi-agency work and effective joint working.</p> <p>Ability to manage conflict in relation to team issues and service users.</p> <p>Substantial operational experience in children’s social work services.</p> <p>Considerable experience in child protection and risk assessment.</p> <p>Considerable experience in working with children who are looked after and accommodated</p> <p>Considerable experience in permanency planning for looked after and accommodated children.</p> <p>Experience of taking a lead role in developing a service/practice in a social services setting.</p> <p>Experience working with and maintaining electronic databases.</p> <p>Experience of managing, supervising or mentoring social work personnel.</p> <p>Experience of chairing meetings</p> <p>Experience of managing change processes in organisations</p> <p>Experience of Partnership working</p>	<p>Experience as a member of a foster or adoption panel</p> <p>Experience of working with high-risk vulnerable pregnant women.</p>

<p>Knowledge, skills and understanding</p>	<p>Knowledge of disciplinary matters and staff management</p> <p>Knowledge of recruitment and selection</p> <p>Knowledge of supervisory models</p> <p>An in-depth understanding of operational issues in children's social work services.</p> <p>A sound knowledge of the legal/statutory/policy framework for working with children and families</p> <p>Knowledge and understanding of the permanency legislation and process for Looked After Children</p> <p>Excellent assessment, interpersonal and communication skills (written and verbal).</p> <p>I.T skills – competent in the use of Microsoft office and experience of using electronic databases</p> <p>Knowledge of the complex needs of vulnerable pregnant women and their families</p> <p>Budget Management skills</p> <p>Awareness and understanding of promoting Anti- Discriminatory Practice.</p>	<p>Knowledge of NHS priorities in relation to this post</p> <p>Team Development skills</p> <p>Coaching Skills</p> <p>Experience of engaging fathers in improving children's' outcomes.</p>
<p>Qualifications and training</p>	<ul style="list-style-type: none"> • Degree in Social Work or equivalent • Registration with SSSC. • Post qualification in Child Protection/ Child Care 	<p>Required to join the PVG Scheme or undergo a PVG scheme update prior to a formal offer of employment.</p> <p>Possession of a post social work qualification relevant to the specialist service area, e.g. Child Protection Certificate; Practice Learning qualification; Mental Health Officer Award; Certificate in Adult Protection</p> <p>Management / Leadership qualification</p>

Job specific requirements

Establish a lead role in building and maintaining team

Provide support, supervision and leadership to a group of multi-disciplinary staff

Ensure the allocation of budget is appropriate and meets the needs of service users.

Ability to maintain high practice standards in a culture of responsiveness to changing needs of children and families

Ability to plan and monitor services and prioritise and co-ordinate cases.

Ability to monitor and analyse performance and a strong commitment to performance improvement.

An ability to lead a multi-agency team.

Ensure that governance procedures are in place for all Health professionals and that they are within NHS Lothian policies and procedures.

An ability to work on a partnership basis

Ability to initiate and develop new ideas and approaches to meet the needs of children and families, in line with identified outcomes.

Ability to keep abreast of changes with regards to policies, legislation and guidelines, both locally and nationally.

Ability to understand issues and problems, to analyse and assess complex situations, often within limited timescales

Ability to work with challenging families, where there are complex needs.

Ability to work with service users who are resistant to intervention and may be aggressive or uncooperative.

Provide consultancy to other professionals.

Provide relevant training to multi-disciplinary professionals.

Any other appropriate duties.

Not every section needs a desirable – so in this case maybe everything is asked for at essential stage.