

Recruitment person specification

Post being recruited for: Children's Services Development Officer

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) |
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| Experience | <p>Substantial experience working within a public sector organisation, with wide-ranging experience of statutory and social work services.</p> <p>Experience working within or supporting front line statutory services.</p> <p>Business, strategic, and operational planning experience</p> <p>Service planning, delivery, and improvement</p> <p>Leading, Developing relationships and workstreams within a public sector organisation.</p> | <p>Ability to evidence a high level of analytical thinking and the ability to collate, analyse, interpret, and present complex information at a strategic level.</p> <p>Ability to lead and coordinate activity involving high-profile and/or sensitive information.</p> <p>Effective budget management</p> |
| Knowledge, skills and understanding | <p>Knowledge of Children's Services social work and frontline statutory services Communication (written and oral)</p> <p>Problem solving.</p> <p>Data and Performance analysis skills</p> <p>Work independently and use own initiative.</p> <p>Understanding of relationship between policy development at national and at a local level</p> <p>Ability to plan and develop objectives and monitor performance and outcomes. Proficient in Report Writing</p> | <p>Experience and qualification in project management (i.e. Prince 2)</p> <p>Evidence of contribution to national policy development.</p> <p>Experience of representing local interests in a national context.</p> <p>Experience of delivering Internal Audit improvements within timescales</p> <p>Experience of delivering and facilitating training</p> |
| Qualifications and training | <p>Qualified in a relevant discipline or equivalent experience</p> | <p>Educated to degree level / experience relating to a relevant subject area (Health, Social Work, Children's Services)</p> |

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| <p>Job specific requirements</p> | <p>Research and analysis of data and its presentation</p> <p>Providing support to Heads of Services on a range of service wide statutory obligations across social work services.</p> <p>Supporting Service leaders to deliver change and monitor performance.</p> <p>Working collaboratively with other agencies and professionals</p> <p>Multi-disciplinary working</p> <p>Working within a statutory setting</p> <p>Setting strategic and operational priorities.</p> | <p>Strategic inter-agency planning.</p> <p>Inter-agency policy development.</p> |
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