

# Recruitment person specification

Post being recruited for: Assistant Residential Manager

## 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

*Direct experience of working with young people who are Looked After Away from Home.*

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

*Previous experience of working with young people in a residential setting.*

*Prior experience in a managerial position within a social services setting.*

*Experience of taking part in change processes in an organisation.*

*Previous experience of managing, supervising or mentoring residential staff.*

*The ability to support the Team Leader in ensuring budget responsibility and to use the appropriate council systems in relation to financial matters.*

<p><b>Knowledge, skills and understanding</b></p>	<p><i>An articulated understanding of Trauma Informed Practice and the skills to support staff practice using the Trauma Informed frameworks</i></p> <p><i>An awareness of operational issues in residential care services for children and young people.</i></p> <p><i>A knowledge of the legal/statutory framework for working with children and families.</i></p> <p><i>Knowledge of the key planning and processes for Looked After Children.</i></p> <p><i>Very well-developed assessment and communication skills (written and verbal).</i></p> <p><i>A knowledge of key theoretical frameworks and how they can be applied in working with children and families.</i></p>	<p><i>PDA or equivalent in supervision of staff</i></p> <p><i>An awareness of the Registered Managers tasks and the ability to ensure all regulatory aspects of this are carried out in the absence of the Team Leader</i></p>
<p><b>Qualifications and training</b></p>	<p><i>Hold appropriate qualification for "Residential Child Care Workers with Supervisory Responsibilities" as laid down by the Scottish Social Services Council.</i></p> <p><i>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]</i></p>	<p><i>Child protection qualification</i></p>

**Job specific requirements**

*Professional values - the ability to articulate and demonstrate understanding of the core values of social care, and their application in practice with children & young people*

*Assessing and responding to need - the ability to work with service users to identify their needs, including their need to be protected from further harm or abuse: to respond to these identified needs, ensuring that care plans provide adequate safeguards for children and young people & in collaboration with children, young people and at times their families*

*Commitment to learning and professional development - the ability to reflect on, and learn from, experience; to identify and articulate developmental needs; to make best use of opportunities for learning and professional development*

*Maintaining professional boundaries - to have a clear understanding of the nature and limits of the work role; to have a clear awareness and understanding of issues of power and authority in work with vulnerable service users; to work at all times to protect service users from harm and abuse*

*Relationships with others*

*the ability to engage - appropriately with people at all levels; to develop trust with service users and colleagues; to sustain working relationships through difficulties; to maintain professional identity and approach within work-based relationships*

*Managing conflict and stress*

*The ability to use existing council guidance/policies/procedures to support the resolution of conflict*

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