

Recruitment person specification

Post being recruited for: **M a t c h i n g O f f i c e r**

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	Knowledge and delivery of service functions, and social care legislation is required. Carrying out assessments in a care setting Line management	Experience of service delivery and resource management. The ability to motivate and influence colleagues beyond direct reporting lines Previous experience of supporting discharges from hospital or health services
Knowledge, skills and understanding	Knowledge of service delivery including customer focus and people management. Knowledge of quality and improvement frameworks for delivery of public services.	

Qualifications and training	Qualification requirements: HNC Social Services and SVQ Social Services and Healthcare (SCQF7) leadership qualifications:	PDA H&SC Supervision or another leadership/management qualification at or above SCQF7 is desirable. Evidence of continuing professional development and significant understanding of current issues for social care services Experience in a care or scheduling service area.
Job specific requirements	Demonstrated effective communications in a range of circumstances is essential, including situations where acceptance is sought for difficult messages. The post holder should have the ability and experience in interacting and developing relationships with key stakeholders on a city wide and locality basis and deliver outcomes through effective partnership working.	