

ISLE OF WIGHT COUNCIL
PERSON SPECIFICATION

Title of Post : Team Manager
Directorate : Children and Families Branch
Grade : **Post Number** :
Prepared By : Maurice Emberson – Interim Area Director
Date : September 2013

E = ESSENTIAL SOURCE OF EVIDENCE APPLICATION FORM = A
 D = DESIRABLE TEST = T
 INTERVIEW = I

	1. EXPERIENCE – Direct work experience, other relevant experience W = 5	
E	Social Work qualification (e.g. DipSW) for roles in social care teams or relevant, equivalent nationally recognised, professional qualification, at least NVQ Level 4, for other teams, for example Locality Teams	A / I
E	Registration with HCPC	A / I
E	Experience of Case Management	A / I
E	Experience of Social Work supervision	A / I
E	Significant post qualifying experience	A / I
E	Experience of multi-disciplinary working	A / I
E	IT Literacy – able to use IT / run reports / to use or quickly learn to use relevant IT information and data capture systems including ICS and SAP	I
	2. KNOWLEDGE – Without which the job cannot be done effectively W = 4	
E	Knowledge of and experience of working with legislation and policies in the respect of particular specialism e.g. Children and Families	A / I
D	Knowledge of and experience with budget / financial management processes and ability to demonstrate competence	A / I
D	Managerial knowledge of and experience with disciplinary and grievance procedures	A / I
E	Knowledge and experience of business planning	A / I
E	Commitment to the development and continuous improvement of high quality services	A / I
E	Knowledge and experience of working with other agencies and disciplines	A / I
E	Familiar with department objectives and corporate strategy and how these link together	A / I
E	Keep up to date with changes in legislation	A / I
	3. SKILLS & ABILITIES – Essential / capable of doing, desirable / able to train W = 5	
E	Excellent inter personal and communication skills	A / I
E	Analytical skills	A / I
E	Time management and prioritising and able to make effective decisions	A / I
E	Develops an understanding of how the sector can help deliver services to the people of Isle of Wight	A / I

E		Isle of Wight knowledge of deployment of resources under control of post holder	A / I
D		Budget monitoring and reporting systems	A / I
E		Establish key links with partner agencies	A / I
E		Has a strategic vision	A / I
E		Achieves performance development objectives both personally and for the operation teams in terms of service delivery	A / I
E		Successful budget management	A / I
	4.	QUALIFICATION, TRAINING AND EDUCATION – also identify training to be given W = 3	
		Qualified Social Worker (QSW, DipSW)	A / I
	5.	PERSONALITY, SOCIAL SKILLS – Relationships, thinking style and disposition W = 2	
E		Commitment to equalities	I
E		Actively involved in sector meetings and contributes to sector planning and objective setting	I
E		Effective working relationships to deal with operation issues across and within the client group	A / I

CD/DJ/JEC/R/DS/CS/DJ/S/TM-PS - FINAL