

## PERSON SPECIFICATION

### Deputy Manager

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

[Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents]

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#### Qualifications and training

Method of Assessment - D, I

##### **Essential:**

Level 3 Diploma for Residential Childcare/ Diploma in Children and Young People's Workforce/NVQ Health & Social Care, Level 3 (other equivalent qualifications in other care settings may be considered)

##### **Desirable:**

Level 5 diploma in Leadership & Management for residential services

A1 Award

V1 Award

Management Qualification (CMS/DMS/NVQ 4)

#### Experience and knowledge

Method of Assessment – I, T

##### **Essential:**

Experience of working with children in a residential setting.

Experience in a management role within a children's home or similar setting.

Thorough understanding of the legal and regulatory frameworks which are relevant to Residential Child Care and Looked After Children, (e.g. Children's Homes Regulations, 2015., National Minimum Standards for Children's Homes, 2002., Children Act, 1989., Children Act, 2004. Care Matters, 2006. Working Together to Safeguard Children, 2006; 2010)

Knowledge of relevant Inquiry Reports and Research Findings, and how these have informed current attitudes, policy and practice in respect of high quality residential child care.



Ability to appropriately challenge any conduct, comment or action which is inconsistent with the values associated with anti-discriminatory practice and the principles of 'Diversity'.

An understanding of the processes in relation to financial, budgetary, Human Resources and Health and Safety issues.

**Desirable:**

Experience of working in a Case Management Social Work office or similar.

An understanding of what constitutes good practice in Equality & Diversity for service delivery and employment.

**Specialist skills and abilities**

Method of Assessment - I

**Essential:**

Ability to lead a team which includes shift leaders, residential care workers domestic and administrative staff in delivering a range of residential services for children.

Able to demonstrate an understanding of the needs of children who are placed in residential care.

Ability to communicate to a high standard in verbal and written form with children and other professionals.

Ability to communicate and work directly in an effective manner with looked after children, and to ensure their views and opinions are elicited on a regular basis.

Ability to plan and prioritise professional responsibilities and duties so as to be consistent with the needs and objectives of the service.

Budgetary management skills.

**Personal skills and attributes**

Method of Assessment - I

**Essential:**

To lead in creating an environment in the home where relevant legislation , underpins practice to achieve good outcomes for children and young people.

Ability to promote and develop positive working relationships with key agencies and individuals relevant to the operation of the home



## Decision making impact and innovation

Method of Assessment - I

### **Essential:**

Ability to reflect upon own professional practice, and to be able to mediate and negotiate in situations of disagreement and conflict.

Evidence of Continuous Professional Development and a commitment to developing others through Supervision and Performance Reviews.

Possession of current and valid driving licence. Access to a vehicle. The post holder must possess a full driving license and provide a car for business use. Alternative arrangements will be discussed with disabled candidates".

## Special working conditions

Method of Assessment – I

### **Essential:**

A commitment to working an unsocial hour's management rota which is complimentary to the staff's rota to ensure the proper discharge of duties and to accommodate the changing needs of the home.

To provide 'Out of Hours' support and advice as and when appropriate

Commitment to undertake relevant training opportunities as a part of Continuing Professional Development.

To meet the current and future requirement of the Social Care Register as defined by the Health & Care Professions Council.

During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

