

**PERSON SPECIFICATION**

**JOB TITLE:** Social Worker  
**DEPARTMENT:** Children and Families  
**GRADE:** 10 A to E + market supplement  
**POST NO:**  
**PREPARED BY:** Simon Dear  
**DATE:** November 2013

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b> <b>TEST = T</b> <b>INTERVIEW = I</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W = 4</b>
E	Experience in formulating and implementing effective social work interventions with children, young people and their families and or carers	A/I
E	Experience of Case Management	A/I
E	A range of experiences of providing effective social work for children, young people and their families/carers within the statutory sector	A/I
E	Experience of court work and working in the court arena	A/I
E	Extensive experience of working in an office environment	
E	Post qualifying experience	A/I
E	Experience of multi-disciplinary working and ability to work collaboratively	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, SWIFT, ESCR and SAP	A/I
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W = 4</b>
E	Knowledge of and experience of working with legislation and policies in the respect of particular specialism e.g. Children and Families and Public Law Outline	A/I
E	Knowledge and understanding of child development, parenting capacity, environmental factors and risk and protective factors	A/I
E	Knowledge of childcare legislation, statutory guidance and the local child protection procedures	A/I
E	Understanding of a range of systemic interventions and methodologies	A/I
D	Knowledge and understanding of statutory frameworks and guidance for children's social work	A/I
E	Knowledge of roles and responsibilities of key partner agencies	A/I
E	Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds	A/I
E	Considerable knowledge of and experience with social work management processes and ability to demonstrate competence	A/I
D	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
D	Familiar with department objectives and corporate strategy and how these link together	A/I
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W = 5</b>
E	An understanding of relationship management and the capacity to establish and maintain effective communication and working relationships	A/I
E	Ability to write concise reports and possessing excellent verbal communication skills	A/I
E	Ability to summarise, analyse and evaluate complex information	A/I
E	Computer literacy and the skills necessary to work with information management systems and produce good quality data in a variety of formats. The ability to work with word processing packages at a speed commensurate with the responsibilities of the role	A/I
E	Ability to prioritise tasks, manage own workload and be accountable for case work with children and families	A/I
E	Ability to actively support and promote the Equality Act, 2010.	A/I
E	Excellent inter personal and communication skills including coaching skills	A/I
E	Analytical skills	A/I

E	Time management and prioritising and able to make effective decisions	A/I
D	Develops an understanding of how the sector can help deliver services to the people of Isle of Wight	A/I
E	Ability to work independently	A/I
E	Ability to quality assure assessments, statements and care plans	A/I
E	Establish key links with the courts and partner agencies	A/I
D	Has strategic vision	A/I
E	Achieves performance development objectives both personally and for the operation teams in terms of service delivery	A/I
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given. W = 4</b>	
E	Social Work qualification (e.g. DipSW, QSW)	A/I
E	DBS Clearance	
E	Registration with HCPC	A/I
D	Commitment to ongoing professional development	A/I
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W = 3</b>	
E	Commitment to equalities	A/I
D	Actively involved in sector meetings and contributes to sector planning and objective setting	A/I
D	Effective working relationships to deal with operation issues across and within the client group	A/I
D	Positive feedback on post holder from partner agencies and senior managers	A/I
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W = 2</b>	A/I
E	Full Driving Licence and use of a car for work	
	<b>CONTRA INDICATIONS, if any W = 0</b>	A/I
	None	A/I