

## PERSON SPECIFICATION

**JOB TITLE:** Assistant Manager  
**DEPARTMENT:** The Adelaide  
**PREPARED BY:**

**POST NO:**  
**GRADE:** 9  
**DATE:** Dec 2015

<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 =5</b>	<b>I</b>
<b>E</b>	Considerable experience working with older people and/or people with disabilities		
<b>D</b>	Experience of care management, staff management, budgets etc.		
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =4</b>	<b>I</b>
<b>E</b>	Knowledge of and commitment to equal opportunities and non-discriminatory practice and knowledge of relevant legislation, e.g. Registered Homes Act, HASAWA, Community Care Act are both essential.		
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =5</b>	<b>I</b>
<b>E</b>	Must be able to assess the needs of customers and utilise the resources available to meet those needs. Must be numerate and literate and able to communicate well both verbally and in writing and be willing to learn/extend current knowledge and skills.		
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W =5</b>	<b>A</b>
<b>E</b>	Evidence of recent/ongoing learning is essential and a relevant qualification e.g. NVQ II or III in Social Care is desirable.		
<b>D</b>	It would be of benefit to hold a current First-Aid Qualification and be trained in Kinetic Handling		
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =5</b>	<b>I</b>
<b>E</b>	It is essential to be enthusiastic and motivated towards work and approachable with an ability to take initiative and organise workloads. In addition must work as part of a team and contribute to the Unit as a whole		
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W =3</b>	<b>I</b>
<b>E</b>	Will be able to work shifts throughout 24 hours and over 7 days including sleeping-in duties.		
<b>D</b>	It would be an advantage to have the use of a car for which a casual user allowance will be paid.		