

Person Specification

JOB TITLE: Assistant Team Manager

DEPARTMENT: IOW YOT

GRADE: 11

POST NO: 50043891

PREPARED BY: Alison Smailes/Lisa Morgan

DATE: March 2016

E = ESSENTIAL	SOURCE OF EVIDENCE : APPLICATION = A INTERVIEW = I TEST = T
D = DESIRABLE	
	1. EXPERIENCE, direct work experience, other relevant experience. W = 4
E	Experience of Case Management. A/I
E	Experience of staff supervision, appraisal and performance management. A/I
E	Significant post-qualifying experience in a relevant discipline. A/I
E	Experience of multi-agency and partnership working. A/I
E	Experience of using ICT resources including databases, report writing and presentations. A/I /T
D	Experience of managing staff who work with children and young people presenting a complex range of risks and needs. A/I
	2. KNOWLEDGE, without which the job cannot be done effectively. W = 4
E	Knowledge and experience of working with legislation and policies (ideally, but not exclusively, with a youth justice context). A/I
E	Knowledge and experience of working with other agencies and disciplines. I/T
E	Commitment to the development and continuous improvement of high quality services. A/I
E	Understanding of department, corporate and partner objectives and how these link. A/I
E	Knowledge of development of key legislation/guidance and how this impacts on service delivery. A/I
D	Knowledge and applied understanding of disciplinary, capability and grievance procedures. A/I
D	Knowledge of business planning. A/I
D	Knowledge and experience of budget/financial management processes. 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 with regards to case work and performance data. A/I
E	Time management and ability to prioritise/make effective decisions. A/I
E	Able to develop own experience, knowledge and understanding in line with the demands of the role. A/I
E	Achieves performance development objectives both personally and in relation to the operational delivery of the Team. A/I
E	Able to manage resources effectively. A/I
E	Develops key links with partner agencies in relation to joint working, use of resource and effective service delivery. A/I
E	Has strategic vision which can inform operational delivery. A/I
D	Local knowledge of deployment of resources under post-holders control. A/I

D	Able to use budget monitoring and reporting systems for successful budget management.	A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W = 3	
E	Nationally recognised Professional Qualification in a relevant discipline at the appropriate level (e.g. DIPSW, DIPPS) and if relevant, current professional registration with a regulatory body (e.g. HCPC).	A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W = 4	
E	Commitment to Equal Opportunities, Anti-Discriminatory Practice and supporting diversity in the workplace.	A/I
E	Ability to work flexibly in accordance with the post objectives to respond to the needs of the team, service users and general public.	A/I
E	Ability to manage and motivate staff to work collaboratively, making best of resources to achieve targets set, establishing successful working relationships.	A/I
E	Ability to maintain professional standards of conduct and represent the YOT effectively.	A/I
E	Seeks opportunities to develop and promote partnership working, team planning and objective setting.	A/I
E	Solution focussed, with a willingness to learn and continuously develop experience, knowledge and skills.	A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =	
E	Ability to work flexibly to meet the demands of the service, including occasional evening, weekend, Bank Holiday and Christmas cover.	A/I
E	Ability to perform in working environment (subject to reasonable adjustment, if required).	A/I
E	Willingness to work in a variety of locations, including attendance at mainland meetings and training events.	A/I
E	Full driving licence and access to vehicle (insured for business purposes).	A/I
	CONTRA INDICATIONS, if any	
E	Unacceptable references.	
E	Unacceptable DBS check (in light of work required with vulnerable service users).	