Personnel Specification

HR66
August 2023
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Job Title	**Team Manager**			**Directorate**	**Various**
JE Ref. No.		**Band**	**Band I**	**Service**	**Various**
Completed By				**Date of Issue**	**July 2019**

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	Qualification in Social Work. Experience of supervising staff. Experience of managing a team in a social care environment.	☐	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Experience of mentoring or managing staff within a statutory or voluntary organisation with children and young people; and offering leadership within that setting. Experience of outcome focused interventions. Experience of prioritisation, care planning and service delivery. Experience of contributing to a culture of continuous improvement. Experience of leading and embedding a culture of continuous improvement. Understanding of financial and resource management. Experience of partnership working, consultation, engagement, and participation. Experience of service improvement at a management level.	☐	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

3. Training			
What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.	Willingness to undertake training relevant to the post, including: • Management and leadership training • IT literacy. Management and leadership training undertaken Commitment to own continued professional development and learning. Ability to identify own training needs.	☐	Past training history from application form and records. Selection process by **demonstration** of ability to display knowledge and skills at the interview.
4. Special Knowledge			
What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?	Knowledge of national and local policy contexts that affect services for children and families, including legislation. Knowledge and application of relevant operational policies, statutory regulations and government guidance on all issues related to the social care and safeguarding of children. A sound understanding of what constitutes effective practice in the care of children in need, those who are cared for, those subject to child protection activities, and their families. Knowledge of basic IT systems.	☐	Qualifications held and demonstration of knowledge at interview.
5. Circumstances (personal)			
What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.	Ability to work flexibly outside core working hours. Contact with children and families may be outside office hours. Ability to work unsupervised with children and families.	☐	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
6. Disposition			
How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Commitment to work with disadvantaged groups. Ability to work in partnership with operational staff. Approachable. Ability to make decisions and exercise sound judgement. Ability to lead and influence others in a positive manner. Self- motivated and able to manage a varied workload. Ability to work under pressure. Ability to work in partnership with colleagues, staff, and partnership agencies.	☐	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.

7. Practical and Intellectual Skills			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Ability to challenge racism, discrimination, and oppression. Negotiating skills with children, young people and families, staff and other professionals. Ability to understand and present both written and numerical information. Ability to test ideas and evaluate success. Ability to communicate effectively, both verbally and in writing. Ability to motivate self and others. Good organisational skills and ability to prioritise complex demands.	☐	Performance in related selection process.
8. Legal Requirements			
Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Disclosure and Barring Service Check. Social Work England professional registration.	☐	Application form and interview questioning and references.

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of Guidance on completing individual sections of the Personnel Specification

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	☐	Only **one** or **none** of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	☐	
	c) Enhanced DBS with Children's Barring List Check	☑	
	d) Enhanced DBS Check	☐	
	e) Standard DBS Check	☐	
	f) Basic Disclosure Check	☐	
	Police Vetting Check	☐	This check may also be required in addition to one from (a-f) above
	No Check Required	☐	

10. Politically Restricted Post

Is this post a "politically restricted post"?	☐ Yes	☑ No

Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

11. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.
The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	☐	Prolonged standing or sitting	☐
Working at heights	☐	Prolonged working with vibrating tools / machinery	☐
Working in confined spaces	☐	Bending / Squatting / Kneeling	☐
Working outdoors	☐	Manual cleaning /domestic duties	☐
Agricultural / gardening work	☐	Food Handling	☐
Work requiring respirators or masks	☐	Rotating shift work or night work	☐
Work requiring hearing protection	☐	Driving Duties HGV / LGV/ Minibus / Passenger carrying	☐
Work with skin irritants / allergens / respiratory irritants/fine particles	☐	Any other driving duties	☐
Significant use of computers	☑	Using restraint	☐
Working with children or vulnerable adults	☑	High mental stress content	☑
Permanent night work	☐	Physical / sport / leisure duties	☐
Lone working	☑	Regular walking on uneven ground	☐
Working with challenging behaviours	☐		

Other main physical activities not listed above	

12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.
A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
    - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
    - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?	☐ Yes	☑ No

13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example: • The employee will work in a customer-facing role. • The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role. • The employee requires a command of spoken English, to enable the effective performance of the role.	☑ Yes	☐ No

14. Keeping Children Safe in Education

Is this post based in either a School or a residential education centre, or is the post holder required to have a DBS (regulated activity) check to enter a School to carry out their duties?	☑ Yes	☐ No