



## Person Specification

### Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

<b>Job Title</b>	Team Manager
<b>Grade</b>	10
<b>Directorate</b>	People Directorate
<b>Service</b>	Adult Social Care

### Criteria

<b>Experience</b>		
1. Substantial experience working within a community setting	A	E
2. Experience of assessing and support planning for adults with complex care and support needs	A	E
3. Experience of person-centred assessments and self-directed support and risk management	I	E
4. Experience of working with adults with a range of needs e.g. learning disability, physical disability, mental health	A	E
5. Experience of working autonomously and under pressure	I	E
6. Experience of staff and/or student supervision and staff development	A/I	E
7. Experience of service development and change management	I	D

<b>Skills and Abilities</b>		
1. Strong leadership skills	I	E
2. Self-motivated and flexible with ability to use own initiative	I	E
3. Good organisational skills with ability to prioritise and work to deadlines	I	E
4. Positive approach to managing stress and the ability to work under pressure	A/I	E
5. Able to analyse and interpret data	T	E
6. Ability to use IT and present information	T	E
7. Ability to communicate effectively: verbally and in writing with team members, service users, carers and colleagues within the department and with other agencies	A/I/T	E
8. Ability to prioritise and organise workload to meet targets and respond to unforeseen events	A/I	E
9. Supervisory and mentoring skills	A/I	E
10. Performance management skills	A/I	E
11. Negotiation and problem-solving skills	A/I	E
12. Decision making skills	A/I	E
13. Ability to adapt to and support change	A/I	E
14. Project management skills	A/I	D

<b>Education, Qualifications and Knowledge</b>		
1. Recognised social work qualification or equivalent experience for the role	A/I/C	E
2. HCPC registration	A/I/C	E
3. Evidence of Continuous Professional Development	A/I	E
4. Additional qualification e.g. Post Graduate Certificate, relevant management/supervisory qualification, Practice Supervisor/Educator	A/I/C	D
5. Knowledge of the equipment and adaptations criteria, assessment process and provision	A/I	D

6. Knowledge of relevant legislation, government policy and guidance in relation to social care, health and housing	A/I	E
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<b>Other Requirements</b>		
37 Hours per week	A/I	D
Flexible, innovative approach and good time keeping	A/I	E
Full and current driving licence	A/I/C	E
Ability to carry out visits to service users' homes and other community venues	A/I	E
Completion of mandatory training	C	E
Enhanced DBS clearance	C	E

<b>Commitment To Equal Opportunities</b>		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

<b>Commitment To Service Delivery / Customer Care</b>		
Committed to providing excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E

<b>Climate and Sustainability</b>		
Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.	A/I	E

<b>Methods of Assessment Key</b>		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

**Review Arrangements**

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder.

It is acknowledged that these may change over time. Consequently, the Council may revise this person specifications from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	Dave Cooke
<b>Role</b>	
<b>Date</b>	July 2025