

PERSON SPECIFICATION

JOB TITLE: Safeguarding and Quality Officer

GRADE: 8

JE REFERENCE: A9988

DIRECTORATE: Families and Wellbeing

SERVICE: Safeguarding and Quality Assurance Team

NOTE TO APPLICANTS:

Whilst all points on the person specification are important, those marked 'E' (essential) and 'A' (application) are key 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. In addition to interviews a variety of other selection methods may be used such as tests or exercises dependent on the role you applied for. You will be advised of any alternative selection methods in the letter inviting you for interview.

CRITERIA:

Experience

1. Experience of working in a social care or health setting with adults and/or older people **(E) A,I,T**
2. Experience of assessing and support planning for adults with complex support care and support needs **(E) A**
3. Experience of person-centred assessments and self-directed support and risk management **(E) I**
4. Experience of safeguarding adults work **(E) I**
5. Experience of working in or with care provision in order to deliver personalised care **(E) I**
6. Experience of working with adults with a range of needs e.g learning disability, physical disability, mental health **(E) A**
7. Experience of working autonomously and under pressure **(E) I**
8. Experience of working as part of a team **(E) A**
9. Experience of multi-agency working **(E) AI**

Skills and Abilities

1. Self-motivated and flexible with the ability to use own initiative **(E) I**
2. Good organisational skills with ability to prioritise work to deadlines **(E) I**
3. Positive approach to managing stress and the ability to work under pressure **(E) A,I**
4. Ability to use IT and present information **(E) T**
5. Ability to communicate effectively verbally and in writing with a range of people including: team members, service users, carers, colleagues within the department and with other agencies. **(E) A,I,T**

6. Ability to undertake investigations and audits and to produce reports (E) I
7. Ability to prioritise and organise workload to meet targets and respond to unforeseen events (E) A,I.
8. Negotiation, problem solving and decision making skills (E) A,I
9. Ability to adapt to change (E) A,I
10. An understanding of relevant contractual and regulatory standards. **(E) A, I**
11. Ability to analyse complex issues and adopt a creative approach to problem solving in **(E) A, I,T**
12. Ability to create and apply systems and procedures. **(E) A,I**
13. Ability to provide detailed analysis of information. **(E) A**

Education/Qualifications/Knowledge

1. Relevant health/ social care qualification e.g. RGN, CSS CQSW Dip SW or SW degree, OT. **(E) C**
2. Registered with relevant professional body registration. HCPC or NMC **(E) C**
3. Good understanding of relevant legislation, regulations, guidance and frameworks in relation to the specific service delivery areas of Adult Social care (E) A, I
4. Willingness to undertake additional post qualifying training e.g. practice education, BIA, AMHP in line with the Councils progression CPD policy. **(D) A**

Other Requirements

1. Flexible, innovative approach and good time keeping (E) A,I
2. Full and current driving licence (E) A,I,C
3. Ability to carry out visits to service users homes and other community venues (E) A,I
4. Enhanced DBS clearance (E) C

Commitment to Equal Opportunities

1. Understanding of anti-discriminatory practice and commitment to equality and diversity (E) A,I
2. Commitment to social inclusion and dignity in care (E) A,I

Commitment to Service Delivery/Customer Care

1. Commitment to service development and continuous improvement (E) A,I
2. Commitment to personalisation and service user engagement (E) A,I
3. Commitment to delivering high quality services both effectively and efficiently to the benefit of the wider community (E) A,I

Methods of Assessment key

**A = Application form, C = Certificate, E = Exercise, I = Interview,
P = Presentation, T= Test, AC = Assessment centre E= Essential D= Desirable**