

## PERSON SPECIFICATION

### NOTE TO APPLICANTS:

Whilst all points on the specification are important, 'D' is desirable.

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

### METHOD OF ASSESSMENT:

Application (A)

Interview (I)

**CRITERIA: JOB TITLE: Project Manager (Foster4)**

**GRADE: Grade 7**

**DIRECTORATE: Families and Wellbeing**

**DEPARTMENT: Children in Care and Care Leavers**

### EXPERIENCE:

1. Experience in Project Management (E) (A) (I)
2. Knowledge of fostering in a statutory social care setting (D) (A) (I)
3. Experience of organising, attending and influencing multi-agencies meetings (E) (A) (I)
4. Experience of joint working with partner agencies in a professional capacity (E) (A) (I)
5. Experience of chairing meetings (E) (A) (I)

### SKILLS AND ABILITIES:

1. Ability to communicate, present and use interpersonal skills effectively depending on the situation (E) (A) (I)
2. Ability to produce high quality written reports / briefing papers (E) (A)
3. Ability to plan and deliver within a demanding schedule (E) (A) (I)
4. Ability to focus on outcomes and reviews processes to ensure objectives are achieved (E) (A) (I)

5. Ability to mentor, support and motivate staff (E) (A) (I)
6. Ability to assess risk, create, implement and review project plans to both address risk and promote positive outcomes for children and young people (E) (A) (I)
7. Ability to manage change and work as a team member and on own initiative (E) (A) (I)
8. Ability to work co-operatively and in partnership with colleagues, partner agencies and foster carers (E) (A) (I)
9. Ability to work within and maintain confidentiality and data protection requirements (E) (A) (I)
10. Good organisational, prioritisation and time-management skills; appropriate IT skills (E) (A) (I)
11. Experience of analysing information (E) (A) (I)

## **EDUCATION/QUALIFICATIONS/KNOWLEDGE:**

1. Degree or equivalent (E) (A)
2. A satisfactory DBS Disclosure (E) (A)
3. Relevant post qualifying training (E) (A)
4. Knowledge of child care legislation inclusive of fostering regulations, national guidance and best practice research/evidence relating to assessment and care planning and improving outcomes for vulnerable children and young people (D) (A) (I)
5. Familiarity with project management, business case, and business process mapping (E) (A) (I)
6. Knowledge of wider children and young people's services including non-local authority provision (D) (A) (I)
7. Desirable to have a qualification in programme or project management, (E) (A) (I)

## **COMMITMENT TO EQUAL OPPORTUNITIES:**

1. Awareness of equal opportunities legislation and corporate policies (E) (A) (I)
2. Demonstrate a commitment to equality and diversity and promoting anti- discriminatory practice (E) (A) (I)

## **COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE:**

1. Able to demonstrate the high standards of integrity, honesty, fairness and equality expected in public services (E) (A) (I)
2. Commitment to highest standards of service delivery and ensuring all service users are treated with dignity and respect (E) (A) (I)
3. Commitment to own professional development (E) (A) (I)

## **OTHER REQUIREMENTS**

1. A Satisfactory DBS Disclosure (E) (A)
2. Able to meet fully the requirement of the post and cover the geographical area required, either by possession of a valid driving licence and access to public or other transport in line with the Disability Discrimination Act (E) (A)