

## PERSON SPECIFICATION

**JOB TITLE:** Assistant Team Manager  
**DEPARTMENT:** CAST  
**PREPARED BY:** Simon Dear

**POST NO:** 50038906  
**GRADE:** 11  
**DATE:** September 2015 updated 2022

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b> <b>TEST = I</b> <b>INTERVIEW =</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W =5</b>
<b>E</b>	Social Work qualification (e.g. DipSW) for roles in social care teams or relevant, equivalent nationally recognised, professional qualification, at least NVQ Level 4, for other teams, for example Locality Teams	<b>A / I</b>
<b>E</b>	Registration with HCPC	<b>A / I</b>
<b>E</b>	Experience of Case Management	<b>A / I</b>
<b>E</b>	Experience of Social Work supervision	<b>A / I</b>
<b>E</b>	Significant post qualifying experience	<b>A / I</b>
<b>E</b>	Experience of multi-disciplinary working	<b>A / I</b>
<b>E</b>	IT Literacy – able to use IT / run reports / to use or quickly learn to use relevant IT information and data capture systems including ICS and SAP	<b>A / I</b>
<b>E</b>	Experience of being a Practice Educator	<b>A / I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =4</b>
<b>E</b>	Knowledge of and experience of working with legislation and policies in the respect of particular specialism e.g. Children and Families	<b>A / I</b>
<b>D</b>	Knowledge of and experience with budget / financial management processes and ability to demonstrate competence	<b>A / I</b>
<b>D</b>	Managerial knowledge of and experience with disciplinary and grievance procedures	<b>A / I</b>
<b>E</b>	Knowledge and experience of business planning	<b>A / I</b>
<b>E</b>	Commitment to the development and continuous improvement of high quality services	<b>A / I</b>
<b>E</b>	Knowledge and experience of working with other agencies and disciplines	<b>A / I</b>
<b>E</b>	Familiar with department objectives and corporate strategy and how these link together	<b>A / I</b>
<b>E</b>	Keep up to date with changes in legislation	<b>A / I</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =5</b>
<b>E</b>	Excellent inter personal and communication skills	<b>A / I</b>
<b>E</b>	Analytical skills	<b>A / I</b>
<b>E</b>	Time management and prioritising and able to make effective decisions	<b>A / I</b>
<b>E</b>	Develops an understanding of how the sector can help deliver services to the people of Isle of Wight	<b>A / I</b>
<b>E</b>	Isle of Wight knowledge of deployment of resources under control of post holder	<b>A / I</b>
<b>D</b>	Budget monitoring and reporting systems	<b>A / I</b>
<b>E</b>	Establish key links with partner agencies	<b>A / I</b>
<b>E</b>	Has a strategic vision	<b>A / I</b>
<b>E</b>	Achieves performance development objectives both personally and for the operation teams in terms of service delivery	<b>A / I</b>
<b>E</b>	Successful budget management	<b>A / I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W =5</b>
<b>E</b>	Qualified Social Worker (QSW, DipSW)	<b>A / I</b>

<b>E</b>	Practice Educator Award (or working towards obtaining)	<b>A / I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W =5</b>	
<b>E</b>	Commitment to equalities	<b>I</b>
<b>E</b>	Full driving licence and use of a car for work	<b>A / I</b>
<b>E</b>	Actively involved in sector meetings and contributes to sector planning and objective setting	<b>I</b>
<b>E</b>	Effective working relationships to deal with operation issues across and within the client group	<b>A / I</b>
<b>E</b>	Positive feedback on post holder from partner agencies and senior managers	<b>I</b>