



Person Specification			
Post title	Service Manager – CLA & Care Leavers	Grade	PMG2

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Substantial experience of working with Children and Families within Children’s Social Care.	CV/SS/I
S2	Demonstrable experience of managing staff, budgets and physical resources	CV/SS/I
S3	Experience of working with a range of internal and external stakeholders to shape common goals, and deliver upon shared ambitions and agendas	CV/SS/I
S4	Experience of preparing for and taking part in OFSTED inspections and visits.	CV/SS/I
S5	Ability to demonstrate effective leadership and management skills	CV/SS, I
S6	Ability to demonstrate excellent organisational skills in planning and organising own time and creating work schedules for self and others	CV/SS, I
S7	Ability to demonstrate strategic thinking	CV/SS, I
S8	Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk factors	CV/SS, I
S9	Ability to promote positive approaches to diversity and create an environment where people are safe to challenge	CV/SS, I
S10	Ability to apply effective conflict resolution skills	CV/SS, I
S11	Ability to research, cascade and incorporate new guidance and procedure into work quickly but effectively	CV/SS, I
S12	Ability to meet the demands of the service and produce work to a high standard within set timescales	CV/SS, I

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S13	Ability to demonstrate commitment to own professional development and that of other colleagues	CV/SS, I
S14	Proven political awareness along with negotiating, influencing and leadership skills	CV/SS, I
S15	Excellent presentation and communication skills, both verbal and written	CV/SS, I
S16	Knowledge of the OFSTED inspection framework as it applies for Local Authority Children's Services.	CV/SS, I
S17	Knowledge and understanding of how local government works and the functions it delivers	CV/SS, I
S18	Knowledge and understanding of Children Acts 1989 and 2004 and relevant statutory responsibilities within Children's Social Care.	CV/SS, I
S19	Knowledge and understanding of the changing initiatives locally and nationally relating to high quality Children's Services.	CV/SS, I
S20	Knowledge and understanding of current issues facing managers of Children's services	CV/SS, I
S21	Knowledge and understanding of impact of legislation, trends local and national on Children's services	CV/SS, I
S22	Knowledge and understanding of concepts and theories commonly underpinning Children's services	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Ability to understand and demonstrate a commitment to equality and diversity	I
Qualifications		
Q1	Registered Social Worker	CV/SS, C
Q2	Educated to and qualification at degree level within the relevant area	CV/SS, C
Q3	Qualification in or willing to work towards a Management qualification	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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