



Person Specification			
Post title	Shared Lives Team Leader	Grade	K

*** * * 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	Experience of operational management in a social care and health setting	CV/SS, I
S2	Ability to manage competing demands in an operational environment and manage own workload to prioritise time	CV/SS, I
S3	Ability to flexibly and creatively utilise available resources to meet service demand and manage pathways into APS	CV/SS, I
S4	Ability to provide guidance, support, and direction to staff, including performance review and development and the provision of formal and informal supervision	CV/SS, I
S5	Ability to make and maintain appropriate and constructive relationships with service users, community partners, carers, professionals, and other stakeholders; this may include the management of conflict	CV/SS, I
S6	Ability to positively lead teams through service change and development, working with others to embed these into operational service delivery	CV/SS, I
S7	Ability to be self-motivated, and flexible to meet targets within agreed deadlines	CV/SS, I
S8	Experience of using relevant IT to manage services	CV/SS, I
S9	Experience of managing information including the management of this to ensure compliance with all data protection and information management policies, procedures, and systems	CV/SS, I

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S10	Experience of effective budget management	CV/SS, I
S11	Knowledge of Shared Lives Plus guidance and good practice	CV/SS, I
S12	Possess an understanding, determination, and commitment to the pursuit of equal opportunities and anti-discriminatory practice for service users/carers and within the organisation	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Ability both verbally and in writing with the public, business and partners.	CV/SS, I
C2	Ability to communicate effectively both verbally and in writing at all levels of the organisation.	CV/SS, I
C3	Experience representing your service at internal and external forums.	CV/SS, I
Qualifications		
Q1	Diploma Level 5 - Leadership and Management in Adult Social Care or a willingness to work towards this 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

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**

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Knowsley Council

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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