



Person Specification			
Post title	Social Worker - Newly Qualified	Grade	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	Ability to illustrate a good understanding of general social work principles and knowledge, the role and function of a social worker in the field of adult social care, including the use of an asset-based model of social work delivery	CV/SS, I
S2	Excellent knowledge of part one of the Care Act (2014) and the ability to put this into practice by carrying out high quality asset-based assessments and support planning	CV/SS, I
S3	Excellent knowledge of the principles and practice of the Mental Capacity Act (2005) and the ability to carry out capacity assessments and make best interest decisions	CV/SS, I
S4	Good working knowledge of the Mental Health Act (1983) and Human Rights Act (1998)	CV/SS, I
S5	Ability to work with other professionals and agencies to achieve positive outcomes for adults	CV/SS, I
S6	Ability to write accurate and concise reports and maintain appropriate social work records	CV/SS, I
S7	Experience of safeguarding adults, and ability to carry out statutory enquiries under the Care Act (2014)	CV/SS, I
S8	Ability to demonstrate excellent organisational skills and to prioritise and manage fluctuating workloads	CV/SS, I
S9	Ability to competently use IT systems including Microsoft Office applications	CV/SS, I
S10	Excellent understanding of risk assessment and the ability to effectively identify, assess, manage and escalate risk in line with Knowsley’s policies and procedures	CV/SS, I

May 2025





S11	Ability to demonstrate a strong commitment to promoting equality, diversity, and inclusion and embed these principles into everyday practice	CV/SS, I
S12	Competent in IT software, including Microsoft Office applications and electronic case management systems, to support efficient and accurate record-keeping and communication	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	Good written and verbal skills	CV/SS, I
C2	Ability to recognise and adapt communication style to meet the needs of the adult	CV/SS, I
Qualifications		
Q1	Social Work Degree and successful completion of the Assessed and Supported Year in Employment (ASYE)	CV/SS, C
Q2	Current registration with Social Work England	CV/SS
Q3	Hold a full UK driving license and have access to a vehicle for work purposes, or can demonstrate the ability to travel independently to meet the requirements of the role	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**

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.

May 2025

