



Person Specification			
Post title	Assistant Team Manager	Grade	Grade O

* * * 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	Extensive post qualification experience practicing at Level 3 (progressed beyond the bar) in a relevant social work setting.	CV/SS, I
S2	Experience of supervising staff in a social care setting	CV/SS, I
S3	Excellent knowledge of key legislation and experience working under statutory frameworks including The Care Act (2014), The Mental Capacity Act (2015) and the Mental Health Act (1983) and the ability to use this knowledge to promote and embed best practice	CV/SS, I
S4	Extensive experience working with adults with complex needs to improve outcomes and the ability to use this knowledge to promote and embed good practice within a social work team	CV/SS, I
S5	Excellent knowledge of social work theory including strength-based approaches, asset-based approaches and person-centred care and the ability to support use of these approaches in practice.	CV/SS, I
S6	Understanding of the role of different agencies and the ability to support and guide team members to foster strong relationships with partner agencies	CV/SS, I
S7	Understanding of expectations around staff and team performance and the ability manage individual team members performance in line with Knowsleys policies and procedures	CV/SS, I
S8	Understanding of the challenges of managing a social work team and ability to monitor and manage team performance using key performance indicators.	CV/SS, I

January 2026





S9	Experience of risk assessment and management and the ability to effectively triage and allocate incoming referrals to effectively reduce and manage risk including escalating in line with Knowsley policies and procedures	CV/SS, I
S10	An understanding the financial and budgetary mechanisms of the service and the ability to support with budgetary oversight of the team	CV/SS, I
S11	Understanding of the councils' complaints procedure and the ability to investigate and respond to complaints appropriately	CV/SS, I
S12	An understanding of Adult Social Care in the context of the wider organisation and the ability to work to ensure corporate priorities, plans and strategies are embedded at a team level	CV/SS, I
S13	Understanding of the Adult Social Care Transformation and Departmental Plan and the ability to work alongside partners across the service and across the council including, Transformation Team, Whole Life Commissioning Service, Adult Provider Services, and Safeguarding Quality Assurance Service	CV/SS, I
S14	Understanding of how the service uses data to inform and improve practice and the ability to use data to monitor and improve performance of individuals and the team	CV/SS, I
S15	Ability to demonstrate a strong commitment to promoting equality, diversity, and inclusion, and ensuring these principles are embedded within the team	CV/SS, I
S16	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	I
C2	Ability to recognise and adapt communication style	CV/SS, I
Qualifications		
Q1	Social Work Degree or equivalent	CV/SS, C

January 2026





Q2	Current registration with Social Work England	CV/SS
Q3	Qualified as either Best Interests Assessor, Approved Mental Health Professional or Practice Educator and ability to support team members undertaking these roles or training	CV/SS, C
Q4	Hold a full UK driving licence 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.

January 2026

