Knowsley Council

Person Specification			
Post title	Senior Operations Manager	**Grade**	Q

* * * 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 social care and health including the support and care planning required to meet needs, and for the delivery of safe and effective services; experience of multi and inter agency working across systems.	A, I
S2	Experience in a leadership/management role in a social care/health or allied setting; ability to manage time, plan and prioritise work when there are competing demands.	A, I
S3	Experience of regulatory services and the compliant management and delivery of these, ensuring that services are legally compliant in their function and delivery	A, I
S4	Experience of managing and delivering programmes/projects including transformation and change; demonstrate a commitment to positively embedding change in teams	A, I
S5	Experience of writing reports and presenting information to others clearly, utilising relevant information and data	A, I
S6	Ability to implement operational plans through a system of devolved management and continuous review	A, I
S7	Ability to manage performance and drive improvement where this is required	A, I
S8	Ability to manage budgets and utilise systems of financial management	A, I
S9	Possess an understanding, determination, and commitment to the pursuit of equal opportunities and anti-discriminatory practice for service users/carers and within the organisation	A, I

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S10	Ensure that systems to manage health and safety in operational settings, are effective and in supporting the delivery of safe services and that services manage all risk and maintain suitable documentation	A, I
S11	Experience and commitment to working as part of a team in a flexible and responsive manner	A, I
S12	Demonstrate a personal commitment to continuous learning and development	A, I
Personal attributes and circumstances		
P1	You must adhere to and demonstrate your understanding of the "Knowsley Behaviours" Proactive, Accountable, Collaborative and Empowering.	I
Communication		
C1	The ability to speak fluent English	I
Qualifications		
Q1	Professional Qualification in Social Care or Health (Social Work, Nursing etc) or equivalent	A, 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.

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