

Person Specification

Job Title	Senior Manager			
Department	LD Services			
(* Essential or Desirable)	Details	E*	D*	Evidence**
Attainment Evidenced achievements eg relevant qualifications (or equivalents), training, membership of professional bodies	ILM Level 5 or equivalent (to be attained with 18 months of appointment if don't currently hold)	E		AF + QC + I
	Previous managerial experience	E		
Experience Type of experience and specific knowledge required for this job	Experience of working with people with complex needs, learning disabilities, physical disabilities and mental health needs	E		AF + I
	Experience of developing systems	E		AF + I
	Experience of undertaking quality improvement projects in social care	E		AF + I
	The ability to promote open communication within a team environment to ensure effective service delivery	E		AF + I
	Providing guidance and support to colleagues within a team environment	E		AF + I
	Experience/knowledge of completing risk assessments and the risk management process	E		AF + I
	The ability to work on your own initiative	E		AF + I
	Used to balancing a range of priorities and delivering to deadlines	E		AF + I
	Knowledge of Safe Guarding Adults, Protection of Vulnerable Adults, Safeguarding of Vulnerable Adults and Valuing People	E		AF + I
	Knowledge of child protection and safeguarding issues, including safeguarding	E		AF + I

	and child protection policies, procedures and systems	E		AF + I
	General PC skills and experience of using Microsoft Office software			
Other relevant information Eg shift work or weekend working, travel in UK or abroad (state approximate frequency)	The ability to work flexibly according to the needs of the business	E		AF + I
	Requirement for on call duties on a rota basis, in case of emergencies and incidents	E		AF + I
	Requirement to work on some Saturday's on a rota basis	E		AF + I

**** Evidence/Method of Assessment:**

AF = Application Form

G = Group Exercise

I = Interview

In-tray = In-tray Exercise

IT = IT Test

OT = Occupational Test

P = Presentation

PT = Psychometric Testing

Q/C = Qualifications/Certificates