

**Person Specification**

<b>Post Title: Team Manager</b>	<b>Location: Oldham</b>
<b>Completed by: Denise Dilworth (in 2014)</b>	<b>Updated: April 2016</b>

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Attainments</b>	<p>Good General Education</p> <p>Good written and verbal English including basic numeracy.</p> <p>Good IT and word processing skills.</p> <p>A registered nursing qualification or an NVQ Level 3 in Care or a Health and Social Care Diploma Level 3.</p> <p>Management qualification relevant to social care: i.e. RMA, Diploma Level 5 in Leadership for Health and Social care and children and young people or willingness to work towards.</p> <p>Assessors Award (level 3) or willingness to work towards.</p> <p>PTTLS or Level 3 Award in Education and Training or a willingness to complete</p> <p>Demonstrate willingness to commit to personal development.</p> <p>Participate in induction and Health and Social Care Diploma Level 2 and/or 3 assessment process.</p>	<p>Experience of using basic excel spreadsheets and other windows software</p>	<p>Job Interview</p> <p>Application form/certificates</p> <p>Job Interview</p>

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Special Skills and Aptitudes</b>	<p><b>Service User Focused:</b> Experience of working with people with complex needs including Learning Disability and/or mental health needs</p> <p>Demonstrate a positive attitude to people with learning disabilities;</p> <p>Advocate on behalf of others.</p> <p><b>Management:</b></p> <p>Have some experience of undertaking management responsibility within a community setting including management of staff;</p> <p>Able to work as part of a team and lead by example;</p> <p>Demonstrate good powers of observation;</p> <p>Ability to chair meetings;</p> <p>Able to plan and organise staff, outings, appointments etc.</p> <p><b>General:</b></p> <p>Detailed knowledge of Personalisation, Person Centred Planning and main drivers within social care.</p> <p>Evidence of having kept up to date with current trends;</p> <p>Knowledge of the values and philosophy of the service.</p>	<p>Able to work with service users who have offending histories/support needs.</p> <p>Experience of working with adults with autism</p>	<p>Job Interview Application Form References</p> <p>Job Interview Application Form References</p> <p>Job Interview Application Form References</p>
<b>Attendance Record</b>	Satisfactory attendance record last 3 years.		Health interview References Job interview

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Physical &amp; Mental Job Demands</b>	<p>Good physical and mental health.</p> <p>Moving and Handling ability to:</p> <ul style="list-style-type: none"> <li>• Without support – from a standing position bend to the floor.</li> <li>• Without support – get up from kneeling to a standing position.</li> <li>• Maintain a standing upright posture for at least 15 to 20 minutes.</li> <li>• Twist or turn upper body to 90 degrees.</li> <li>• Push a person in wheelchair so as they can access the Community.</li> <li>• Able satisfactorily complete Physical Intervention Training.</li> <li>• Pull a person in a mobile hoist or rescue mat.</li> </ul>		<p>Job Interview</p> <p>Health Interview</p>
<b>Circumstances</b>	<p>Car owner/driver</p> <p>Flexible approach to working hours, generally over five days per working week.</p> <p>A requirement to undertake on-call duties</p>		<p>Job Interview</p> <p>Application Form</p>
<b>Interests</b>	<p>Demonstrate a range of interests, hobbies and leisure pursuits that could be shared with others</p>		<p>Job Interview</p> <p>Application Process</p>

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Disposition &amp; Presentation</b>	Good communication skills; Reliable; Good interpersonal skills; Trustworthy and of good character; Motivated and self reliant; Approachable.		Job Interview Application Process References