

Person Specification

Post Title:	Senior Manager - Coventry
Section:	Operations

Note:

E denotes essential / D denotes desirable

Method of Assessment: A/Application. I/Interview. T/Test

Skills	E/D	Method of Assessment
<ul style="list-style-type: none"> A strong and effective leader, who leads by example and is an effective communicator, determined, positive and approachable. 	E	A
<ul style="list-style-type: none"> Ability to develop, communicate, persuade and gain ownership for a clear vision and direction. 	E	A/I
<ul style="list-style-type: none"> Ability to lead and drive forward service improvement to achieve the goals and priorities of the organisation. 	E	A/I
<ul style="list-style-type: none"> Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in testing circumstances and with competing priorities. 	E	A/I
<ul style="list-style-type: none"> Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences. 	E	A/I
<ul style="list-style-type: none"> Demonstrable ability to lead, motivate and challenge others to high performance, especially in periods of turbulent and transformational change. 	E	A/I
<ul style="list-style-type: none"> Well-developed project management skills and the ability to lead and/or work in multi-functional teams to create improvement in service delivery or meet organisational aims 	E	A/I
<ul style="list-style-type: none"> Highly developed networking and advocacy skills that are persuasive and influential with others and build positive relationships with a cross section of people and agencies. 	E	A
<ul style="list-style-type: none"> Ability to work as an inclusive team worker who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others. 	E	A
<ul style="list-style-type: none"> A corporate player and strategic thinker. 	E	A
<ul style="list-style-type: none"> Creative in nature but also a robust individual, resilient enough to cope with the demands of the role and work under pressure. 	E	A
<ul style="list-style-type: none"> Meet deadlines and targets, demonstrating an ability to achieve despite constraints or obstacles. 	E	I
<ul style="list-style-type: none"> Report writing skills 	E	A
<ul style="list-style-type: none"> Create SMART targets and put into operation with Senior Homes Managers and Home Managers. 	E	A/I
<ul style="list-style-type: none"> Ability to work as part of a team and on own initiative 	E	A
<ul style="list-style-type: none"> Ability to use Information Technology to record and manipulate information 	E	A
Knowledge	E/D	Method of Assessment
<ul style="list-style-type: none"> A significant understanding of the provision of residential childcare & education and that of safeguarding children. 	E	A/I

• Working knowledge of proposed and existing legislation, statutory regulations, and government guidance in relation to children & young people.	E	A
• Thorough knowledge of the standards and regulations that support residential services & education for Looked After Children.	E	A/I
• Considerable knowledge of child protection and children's safeguarding processes and the roles of the personnel in local authorities who deliver those services.	E	A/I
• Knowledge of the independent school regulations	D	A
• A clear understanding of the functions of local government children's services.	E	A/I
Experience	E/D	Method of Assessment
• A proven track record of successful leadership and the direct management and development of professional staff, including the establishment of a positive performance culture, that has delivered effective performance and continuous service improvement.	E	A/I
• Significant management experience at an operational level within residential children's homes.	D	A
• A proven record of successful participation in organisational management and the development of organisational objectives, policies and strategies.	E	A/I
• Considerable experience of working with children in public care.	E	A
• Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures.	E	A/I
• Previous experience of Management of a Children's home or School.	E	A

Qualifications	E/D	Method of Assessment
• Qualified to degree level in a relevant field or:	D	A
• Relevant professional qualification in Social Work, Education/Teacher, for example, DipSW, CSS, CQSW, NVQ 4.	E	A
• Management Qualification: for example, (CMS) Certificate in Management Studies. (DMS) Diploma in Management Studies. NVQ 4 in management, or equivalent or working towards	D	A
Special Requirements and Environmental Factors	E/D	
• An enthusiastic and effective ambassador for the organisation its stakeholders and partner agencies.	E	A
• Personal and professional demeanour, probity, integrity and credibility which command respect and confidence.	E	A

Authorisation
 Authorisation Signature: _____ Date: July 2009