

PERSON SPECIFICATION

START Organiser (Deputy Manager)

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- Level 5 Diploma in Adult Care or Agreement to work towards it or equivalent.
- GCSE at grade 7-9 or above in English Language and Maths or equivalent Level 2 in functional skills

Desirable:

- NVQ/Diploma Level 3 or 4 in Social Care.
- ECDL or equivalent

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C

Experience and knowledge.

Method of Assessment – **S I T D**

Essential:

- Awareness of CQC regulations and inspection frameworks - understanding Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3) and care Quality Commission (Registration) Regulations 2009 (Part 4)
- Computer skills – including use of spreadsheets, emails and office 365
- Experience in a supervisory/managerial role
- Good awareness of the principles of reablement and Home Care related activities
- Experience and ability to work unsupervised to achieve time sensitive work priorities.



- Ability to understand and follow legislation and/or policies and procedures and applying these to your work.
- Experience of multi-tasking and prioritisation to manage deadlines.
- Experience and understanding of finance/budget related issues

Desirable:

- Experience of providing care as a formal carer.
- Understanding of Local Government issues.

Specialist skills and abilities

Method of Assessment – **S I T D**

Essential:

- A good geographical knowledge of Shropshire.
- Awareness of CQC regulations and inspection frameworks - understanding Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3) and care Quality Commission (Registration) Regulations 2009 (Part 4)
- Computer skills – including use of spreadsheets, emails and office 365

Desirable:

- Understanding of rural countywide home care issues.

Personal skills and attributes

Method of Assessment – **S I T D**

Essential:

- Good understanding of logistics
- Confidence and tact in dealing with the public and clients.
- Ability to undertake Manual Handling tasks.
- Awareness of relevant Health & Safety issues.
- Open and understanding attitude and approach to people.
- Good communication and observation skills.
- Good Empathy, interpersonal and listening skills, excellent oral and written communication.
- Self-motivation, reliability and a flexible approach to work
- Experience in report writing and record keeping.
- A calm approach to working as part of a team and multitasking at a fast pace
- Excellent IT skills and ability to use Microsoft packages and databases.
- Must be accurate, methodical and well organized.
- Good problem solving skills.



- Good inter-personal skills and ability to work independently or as part of a team.
- Flexible and adaptable to change. Ability to work under pressure.

Decision making impact and innovation

Method of Assessment – **S I**

Essential:

- Enthusiasm and motivation to lead on project work and task groups to improve service goals.
- Able to educate and lead the team to develop skills in decision making and problem solving, particularly under pressure.

Special working conditions

Method of Assessment – **I**

Essential:

- Access to a suitable means of transport, with business insurance and must maintain a full current UK driving licence.
- Ability to travel around the County
- Routine out of hours working
- Ability to work from Office on a regular basis
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

