

Person Specification, Service Manager

Essential	Desirable	Means of Assessment
QUALIFICATIONS A relevant professional qualification at SCQF level 9 or above plus be working towards or prepared to work towards a management qualification at SCQF level 8 or above		Interview/application
EXPERIENCE		
Demonstrate experience of dealing with Child/Adult protection issues		Interview/test/presentation
Demonstrate experience of effective inter-agency and partnership working		Interview/test/presentation
Demonstrate experience of developing and planning budgets		Interview/test/presentation
KNOWLEDGE AND SKILLS		
Demonstrate a broad understanding of the knowledge in the service field of work including theory and practice, models and approaches		Interview/test/presentation
Demonstrate knowledge of evaluation and research methodologies and applications and an understanding of their application		Interview/test/presentation

Demonstrate ability to use a range of approaches to address defined and or routine problems		Interview/test/presentation
Demonstrate ability to exercise initiative and respond proactively to emerging issues		Interview/test/presentation
Demonstrate ability to manage resources within defined areas of work		Interview/test/presentation
Demonstrate ability to take account of own and other roles and responsibilities in carrying out and evaluating tasks		Interview/test/presentation
Demonstrate ability to work with others to support current professional practice		Interview/test/presentation
Demonstrate ability to use a range of forms of communication effectively in familiar and new situations		Interview/test/presentation
Demonstrate an understanding of the impact of change and the ability to implement initiatives to address it		Interview/test/presentation
Demonstrate ability to support application of project management approach		Interview/test/presentation
Demonstrate ability to develop and implement operational plans for your area of responsibility		Interview/test/presentation

Demonstrate ability to encourage innovation in your area of responsibility		Interview/test/presentation
Demonstrate ability to develop productive working relationships with colleagues and stakeholders		Interview/test/presentation
Demonstrate ability to develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements		Interview/test/presentation
Demonstrate ability to manage business processes		Interview/test/presentation
Demonstrate ability to manage and develop yourself and your workforce within care services		Interview/test/presentation
Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications		
OTHER INFORMATION		
As you will require to visit families you will ideally have access to a vehicle for work travel		Application