



Knowsl@y Council

Person specification			
Post title	Service Manager Adult Provider Services	Grade	PMG 2
Directorate	Adult Social Care	Section/team	Adult Provider Services

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bind over orders received in the last 12 months *****

Please read the guidance notes before completing your application form and demonstrate, with examples, how you meet the criteria for the post, as set out below

Criteria	<i>Essential requirements</i>	*MOA
Skills, Knowledge and Experience		
S1	Substantial experience of working in or with Adult Social Care or Health	A/I/P
S2	Ability to demonstrate effective leadership and management skills	A/I/P
S3	Ability to demonstrate excellent organisational skills in planning and organising own time and creating work schedules for self and others	A/I/P
S4	Ability to demonstrate strategic thinking	A/I/P
S5	Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk factors	A/I/P
S6	Ability to promote positive approaches to diversity and create an environment where people are safe to challenge	A/I/P
S7	Ability to apply effective conflict resolution skills	A/I/P



Knowsl@y Council

S8	Ability to research, cascade and incorporate new guidance and procedure into work quickly but effectively	A/I/P
S9	Ability to meet the demands of the service and produce work to a high standard within set timescales	A/I/P
S10	Ability to demonstrate commitment to own professional development and that of other colleagues	A/I/P
S11	Proven political awareness along with negotiating, influencing and leadership skills	A/I/P
S12	Excellent presentation and communication skills, both verbal and written	A/I/P
S13	Knowledge of relevant social care legislation and CQC regulations	A/I/P
S14	Knowledge and understanding of how local government works and the functions it delivers	A/I/P
S15	Knowledge and understanding of the principles of demand management in the context of Health and Social Care	A/I/P
S16	Knowledge and understanding of the changing Health and Social Care environment	A/I/P
S17	Knowledge and understanding of the current issues facing managers of health and social care	A/I/P
S18	Knowledge and understanding of the impact of legislation, trends local and national, on Councils (in particular Adult Social Care) and health organisations	A/I/P
S19	More than 3 years' experience of managing staff, budgets and physical resources	A/I/P
S20	Experience of working with a range of internal and external stakeholders to shape common goals, and deliver upon shared ambitions and agendas	A/I/P
Personal Attributes and Circumstances		



Knowsley Council

P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	A/I/P
P2	This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Criminal Record Disclosure in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment	A
P3	Must be legally entitled to work in the UK	A/C
P4	Access to a car with full driving licence valid for usage in the UK / or equivalent mobility	A/C
P5	Ability to work outside normal office hours if required	A
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	A/I/P
Qualifications		
Q1	Educated to degree level (or equivalent) with relevant professional qualification	A/C
Q2	Recognised management qualification	A/C

***Method of assessment (*M.O.A)**

A = Application form C = Certificate E = Exercise I = Interview P = Presentation AC = Assessment Centre T = Test

Date	Approved by authorised manager	Designation
04/05/2023	Gill Whittle	Head of Adult Provider Services

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification