

Personnel Specification

HR66
April 2017
ILO



Job Title	Director of Practice, Quality & Partnership			Directorate	Practice Improvement & Partnership
JE Reference No:		Grade	Hay	Team	
Completed By				Date of Issue	May 2021

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together, the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. (Consider carefully whether these are necessary).	<ul style="list-style-type: none"> Professional or management qualification. (Degree level or equivalent). Evidence of continuous professional development 	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records. Must be a qualified social worker holding a live social work England accreditation.
2. Experience			

<p>What does the job require in the way of: -</p> <p>Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<ul style="list-style-type: none"> • 5 years in a Senior management role. • Evidence of a track record of successful delivery. • Evidence of performing to a high standard in a challenging environment. • Experience in successfully managing and delivering complex change and improvement programmes. • Managing services and complex teams of a significant size. • Team and partnership working in the public sector. • Experience of strategic thinking and being able to establish, plan and deliver on corporate priorities. • Evidence of substantial management development, including training in areas such as Performance Management, Financial Management and Supervisory Management. • Business acumen and commercial awareness. 	<input type="checkbox"/>	<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
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3. Training

<p>What does the job require in the way of: -</p> <p>Specific and/or specialist training to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>		<input type="checkbox"/>	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
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4. Special Knowledge

<p>What special knowledge is required to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<ul style="list-style-type: none"> • Knowledge of relevant legislation and guidance which will impact on service delivery and development, with specific knowledge relating to the particular service. • Understanding of processes of Service provision and delivery to meet assessed need. Corporate and Departmental Policies and Procedures. • Awareness and experience of operating in a political environment. • The post holder must possess a highly developed work ethic built upon key performance management principals. • Experience of supporting Board and/or elected members at a very senior level including support and attendance at regional/national events. 	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
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5. Circumstances (personal)

<p>What kind of personal circumstances are required to do the job properly?</p> <p>The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<ul style="list-style-type: none">• Office based but with a requirement to travel to attend meetings, including public meetings. Occasional overnight stays.• Some degree of working out of normal hours is required.	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
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6. Disposition

<p>How far does the job require: -</p> <p>Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<ul style="list-style-type: none">• Excellent forward planning abilities are called for, as are skills in managing complex programmes and projects to high standards of performance.• A significant proportion of the work requires the post holder to work alone in consultations and negotiations with external partners, individuals and agencies, in the public and private sectors. Highly developed interpersonal skills are therefore essential to ensure the exercise of well-balanced judgement.• Internally, similar consultations and negotiations must regularly be conducted with all other services, principally on innovative and non-routine subject matter. The post holder will be required to have contact with a wide range of internal and external organisations.• This is a demanding role and the post holder must operate with a minimum of routine supervision. Most of the subject matter dealt with is complex and demands high level intellectual skills and abilities.• The ability to work to tight timescales and deadlines, and working under pressure, is essential. It is also necessary to have the ability to prioritise and a balance a demanding workload.	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>
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8. Practical and Intellectual Skills			
<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<ul style="list-style-type: none"> • It is essential for this post holder to continuously explore the implications for change within all its service areas and to play a leadership role in the development and implementation of a wide range of Strategies and Action Plans. • The post holder will need to be able to resolve highly complex issues regarding national, corporate, directorate and practice related requirements. • The post holder must be able to develop a Team of Senior Officers that not only direct services but are able to identify, plan and deliver on Corporate Priority areas with a one Trust approach. • A significant part of the role is non-routine and innovative in nature. It regularly demands high quality responses on matters of significant potential impact to be produced at short notice. • The post holder will need to be creative and innovative in managing the demanding workload both of this post and of the service to ensure optimum staff performance is achieved against a background of continuous change and development. • Creating the linkages not only within the service area, but across services, the Trust and key stakeholders will require an imaginative approach. • The post holder will need to instil within the workforce an innovative approach to problem solving and the interpretation of legislation • The post holder will be undertaking significant partnership working and will need to be innovative in ensuring such “partnerships” remain relevant, vibrant and meet their goals and become time limited when necessary. 	<input type="checkbox"/>	<p>Performance in related selection process.</p>
8. Legal Requirements			
<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>		<input type="checkbox"/>	<p>Application form and interview questioning and references.</p>

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
	No Check Required	<input type="checkbox"/>	

10. Politically Restricted Post

Is this post a "politically restricted post"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

11. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	<input type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input type="checkbox"/>
Working outdoors	<input type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input checked="" type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input type="checkbox"/>	High mental stress content	<input checked="" type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			

12. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

Yes

No