

**Policy Document No: Per 1.1.2**

**Team Manager Person Specification**

**Job Title:** TEAM MANAGER

**Job Vacancy No:**

**Establishment:** Children and Adult Services

<b><u>Knowledge</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
1 Knowledge of key aspects of health and safety issues within the workplace	✓	
2 Knowledge of autism/learning disabilities, including recent developments within the LD field	✓	
3 Knowledge of effective management practices	✓	
4 Knowledge of recognised positive behaviour management techniques	✓	
5 Knowledge and understanding of National Care Standards and other relevant legislation	✓	
6 Knowledge of good practice and legislation in recruitment and selection		✓

**Skills and Abilities**

1 Ability to go wherever the students/residents go and to carry out appropriate physical interventions if required to help the residents, in line with approved techniques	✓
2 Ability to attend work punctually/reliably and work flexibly, including weekends and evenings and overtime where required	✓
3 Ability to communicate effectively with all internal and external to the Group, forming and promoting positive relationships accordingly	✓
4 Ability to effectively motivate, influence, support and manage staff, taking responsibility for associated accurate and timely recordings, in line with Group policies and procedures	✓
5 Ability to write accurate and legible reports in accordance with deadlines	✓

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| <b>6 Ability to actively take part in training and implement into personal working practices and those of the Team</b> | ✓ |
| <b>7 Ability to lead and delegate appropriately and effectively to ensure a quality care service</b>                   | ✓ |
| <b>8 Ability to contribute to the training of other staff</b>                                                          | ✓ |
| 9 Ability to take part in the recruitment and selection of staff in accordance with Group policy                       | ✓ |

**Essential   Desirable**

**Qualifications**

- |                                                                                                                                                                       |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of residents/staff</b> | <b>As assessed by Principal/Head</b> |
| <b>2 NVQ Level 2 or 3 in Health and Social care (Level 3 - Children's Services<br/>Level 2 - Adult Services)</b>                                                      | ✓                                    |
| <b>3 A1 Award or equivalent (or to be achieved within two years of appointment)</b>                                                                                   | ✓                                    |
| <b>4 ILM Level 3 Management Award or equivalent (or to be achieved within one year of appointment)</b>                                                                | ✓                                    |
| 5 Clean, current car driving licence to drive the mini-bus                                                                                                            | ✓                                    |

**Experience**

- |                                                                                                                        |   |
|------------------------------------------------------------------------------------------------------------------------|---|
| <b>1 Successful experience of working with children/adults with learning disabilities within a residential setting</b> | ✓ |
| <b>2 Experience of successfully managing a team and its resources</b>                                                  | ✓ |
| 3 Experience of contributing to care assessments, care plans and care reviews                                          | ✓ |
| 4 Experience of contributing to effective service development                                                          | ✓ |

Person Specification prepared by HR Department

Date: 12/02/10