



**Adult Services Manager
PERSON SPECIFICATION**

| Criteria | Standard | Essential/ Desirable | Measured by: |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------|
| Qualifications | Degree in Social Work, Community Education or Health, or equivalent Level 9 qualification | E | <i>Application Form</i> |
| | Certificate in Management & Leadership | D | <i>Application Form</i> |
| | Certificate on Coaching & Mentoring | D | <i>Application Form</i> |
| Knowledge and Experience | A minimum of 3 years' experience managing and leading a team in a professional setting | E | <i>Interview References</i> |
| | Ability to build, motivate, support and supervise staff in a range of roles | E | <i>Application Form / Reference</i> |
| | Knowledge of Adult Services Social Work Teams in Angus (HSCP) | E | <i>Application / Interview</i> |
| | Knowledge of Children & Families Teams in Angus Council | D | <i>Application / Interview</i> |
| | Experience of service development or project management | E | <i>Application Form / Interview</i> |
| | Knowledge of measuring staff and service performance against key outcomes | E | <i>Interview</i> |
| | Knowledge and understanding of the range of Health, Local Authority and Third Sector services relevant to carers and their families | E | <i>Interview</i> |
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| Skills | Excellent communication skills – listening, written and verbal | E | <i>Application / Interview</i> |
| | Ability to use IT, including Office Outlook, Word, Excel and CRM databases | | <i>Interview / References</i> |
| | Excellent administrative and organisational skills | E | <i>Interview / References</i> |
| | Ability to be self-motivated and work independently | E | <i>Application / Interview</i> |
| | Ability to make presentations to groups and liaise with other statutory and voluntary organisations at all levels | E | <i>Application / Interview</i> |
| Personal Attributes | Excellent interpersonal skills and be able to manage difficult conversations | E | <i>Interview / References</i> |
| | Warm, friendly and supportive approach | E | <i>Interview / References</i> |
| | Ability to work as a part of a team as well as on own initiative | E | <i>Interview / References</i> |

N.B The successful candidate must also have a driving licence and use of a car. They will also be required to work flexibly, including the occasional evening and weekend.