

BCPSAB BUSINESS MANAGER PERSON SPECIFICATION

ATTRIBUTES AND CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Substantial post qualification experience in an agency, which works with safeguarding adults. • Policy Development • Financial management • Project management • Performance management • Work within a multi-agency setting • Quality Assurance 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>QUALIFICATIONS / TRAINING</p> <ul style="list-style-type: none"> • Degree, relevant professional qualification or equivalent • Appropriate professional registration 	<p>Essential</p> <p>Essential</p>	<p>Certificates</p> <p>Application Form</p>
<p>APTITUDES AND ABILITIES</p> <ul style="list-style-type: none"> • Leadership and staff management skills • Budget and financial management skills • Change management skills • High level of written and verbal communication skills • Ability to work as part of a team / multi-agency partnership • Ability to interpret and analyse high-level written and statistical information • IT skills such as Microsoft Teams, Word, Excel and PowerPoint • Ability to challenge, negotiate, influence and liaise at senior level in order to achieve results and outcomes • Ability to complete tasks and work within required timescales and achieve deadlines and targets • Ability to chair meetings effectively • Ability to develop and maintain quality assurance and performance management systems 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Detailed knowledge of Health and Social Care guidance on safeguarding responsibilities and all other relevant legislation, statutory guidance and regulations and guidelines e.g. The Care Act, Mental Capacity Act etc. • A sound knowledge of the issues and challenges arising from inter-agency working • Knowledge of how all agencies provide services in order to safeguard adults • Detailed knowledge of performance management frameworks and quality assurance systems 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

<p>ATTITUDE / MOTIVATION</p> <ul style="list-style-type: none"> • Commitment to high quality service provision, which is responsive to service needs • Commitment to social inclusion and improved outcomes for vulnerable adults • Sensitive, flexible and diplomatic style • Strategic and solution focused thinker • Ability to work in an autonomous manner and represent Board and all agencies at a senior level • Commitment to non-discriminatory equal opportunities practice • Ability to engage with vulnerable adults and their carers so their voice is heard 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>OTHER FACTORS</p> <ul style="list-style-type: none"> • Willingness to work unsocial hours, as required, to meet the requirements of the service. • Ability to travel across the BCP and Dorset area and to regional and national meetings as required. • Enhanced Disclosure and Barring Service check 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Satisfactory</p> <p>DBS</p> <p>Disclosure</p>