

PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE <ul style="list-style-type: none"> • Recent work experience in social care or similar field, involving direct contact with members of the public • Experience in working as part of a team liaising with health and social care professionals 	<p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
QUALIFICATIONS / TRAINING <ul style="list-style-type: none"> • 4 GCSEs (or equivalent) to include English • NVQ II (or equivalent) in social care related subject or working towards 	<p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Certificates</p>
APTITUDES /ABILITIES <ul style="list-style-type: none"> • Good communication and negotiation skills • Ability to keep efficient written records of work done • Ability to organise and prioritise work and meet deadlines • Computer literacy in Microsoft Outlook and Word • Ability to relate to wide range of people • Illustrate the ability to understand different levels of risk 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
KNOWLEDGE <ul style="list-style-type: none"> • Awareness of social, legal, and political context within which social care services are delivered 	<p>Essential</p>	<p>Application Form</p> <p>Interview</p>
ATTITUDE / MOTIVATION <ul style="list-style-type: none"> • Ability to work co-operatively as part of a team • Ability to manage tasks effectively on own initiative • Flexible and adaptable approach to working arrangements • Willing to undertake training 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
OTHER FACTORS <ul style="list-style-type: none"> • Ability to travel around the BCP council area where appropriate in own vehicle with full licence and business insurance. • Enhanced DBS Check 	<p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>Satisfactory DBS Disclosure</p>