

Person Specification

Post of: Staff Development Officer

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment -

S - Scenario I - Interview P - Portfolio T - Test D - Documents

Qualifications

How Assessed - D, I

Essential:

Social Work Qualification, Health Professional or equivalent relevant professional qualification.

The successful candidate must be registered with the appropriate body before commencing duty.

Able to produce evidence of Continual Professional Development.

Desirable:

Adult Teachers Qualification e.g. C&G 7307 or equivalent.

European Computer Driving Licence.

Work Experience and Vocational Training

How Assessed - D, I, T

Essential:

Good understanding and recent experience of;

- person centred working,
- working with older adults in a social care, community or health setting ,
- identifying and meeting different training and learning needs for different learner groups,
- co-ordinating and delivering training events,
- recent developments in policy and legislation with regard to older adults.

Also able to evidence:

- continual professional development,
- use word processing and computerised systems.

Desirable:

Experience of managing projects, developments, consultation processes.

Experience of reporting on work activity.

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| Other relevant experience and/or interests | How Assessed - D, I, S |
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Essential:

Demonstrate ability to manage work in order to meet targets.

Experience of budget management.

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| Specialist Knowledge | How Assessed - D, I, S |
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Essential:

Knowledge of issues that face older people and people with physical disability and how this impacts on their lives.

Legislation and initiatives that impact on the way that services are provided for older and disabled people.

Able to make effective links between national legislation and initiatives and local practice.

Desirable:

Knowledge and understanding of the local health and social care sector.

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| Job related personal skills | How Assessed - I, S |
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Essential:

Able to develop good collaborative working partnerships with colleagues, service users and other partners in a wide range of agencies – facilitate discussions; deliver complex information in a clear and understandable way.

Able to co-ordinate and motivate workers to continually develop good working practices – relate learning to practice situations.

Able to gather and collate management information.

Organisational skills and ability to complete tasks within time frames.

Desirable:

Experience of undertaking workforce development planning.

Able to interpret information from spreadsheets.

Essential:

Must be able to travel to various parts of Shropshire and if using a car this must be insured for business use. Alternative arrangements will be discussed with disabled candidates.

Desirable:

This post is for 14.8 hrs i.e. 2 days per week flexibility would be appreciated by agreed negotiation.