

Assistant Service Manager – Person Specification

Qualities	Essential Criteria	Desirable Criteria	How and When Tested?
Work Experience	Proven recent experience of working with people with learning disabilities in a range of care settings Managerial/supervisory experience in relevant care setting.		Application Form Interview References
Education / Qualifications	A recognised qualification in Health & Social Care e.g. NVQ level 3 or Level 3 Diploma	A recognised qualification in Health & Social Care e.g. NVQ4 or Level 5 Diploma	Application form Certificates produced
Skills / Abilities	Excellent verbal, written and communication skills Excellent organisational and administrative skills Ability to work under pressure and meet deadlines Numeratorate To be able to cover rota planning as and when necessary Ability to lead, motivate and manage a staff team in multiple services Ability to build and maintain professional relationships with GPs, Social Workers etc.	IT Skills	Application Form Interview References
Qualities / Attributes	High standard of confidentiality and integrity Solution focused Ability to listen and to treat others with dignity and respect Reliable, honest and motivated Flexible and pro active Committed to provision of high	Sense of humour Flexible approach to work	Interview References



The Edmund Trust

SUPPORTING PEOPLE WITH LEARNING DISABILITIES

	quality care and support.		
Knowledge	<p>Knowledge of relevant legislation including Health & Social Care Act, The Care Act and CQC</p> <p>Thorough grounding in the principles of Valuing People and CQC's Fundamental Standards</p> <p>Understanding of support plans, Risk Assessment and Person Centred Planning</p> <p>Application of equal opportunities and anti-discriminatory practice.</p>	Knowledge of Local Authority/NHS/Housing Associations	Interview References Presentation
Other Requirements	<p>Driver with own car for business use</p> <p>Ability to participate in out of hours On Call service as required</p> <p>Ability to work additional hours as required</p>		Application Form References Interview