



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Connexions Manager

**GRADE:** Band 7 (subject to job evaluation)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Appropriate qualification in IAG at level 6</li> </ul>	<ul style="list-style-type: none"> <li>Recognised management qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of successfully leading a team delivering positive outcomes for young people in education, training and employment</li> <li>Successful work record of monitoring staff performance</li> <li>Successful work record of leading a team</li> <li>Experience of working to achieve Matrix accreditation</li> <li>Management of budgets and reporting on grant conditions</li> <li>Experience of managing performance targets, data - quality assurance</li> </ul>	<ul style="list-style-type: none"> <li>Managing a multi-agency team</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Presentation</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Able to prioritise work and manage systems across discipline</li> <li>Understanding of offer available to young people wanting to access education, training</li> <li>Ability to take to lead role in initiating action and making decisions</li> <li>Knowledge of connexions data systems and processes</li> <li>Ability to manage staff to improve outcomes for young people who are NEET</li> <li>Excellent presentation, written and verbal communication skills - ability to produce reports for a variety of audiences</li> <li>In depth knowledge of safeguarding thresholds</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of troubled families and early help agenda</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Presentation</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to use IT systems</li> <li>• Ability to both lead, motivate and work as part of a team</li> <li>• Ability to represent organisation at regional and national events</li> </ul>		
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly in a high pressured environment to meet deadlines</li> <li>• Able to work collaboratively</li> <li>• Commitment to the principles of equality and diversity and able to work in a fair and anti-discriminatory manner</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Enhanced clearance from the Disclosure and Barring Service</li> <li>• Full current driving licence or ability to meet the transport requirements of the post.</li> </ul>		<ul style="list-style-type: none"> <li>• DBS check</li> <li>• Interview</li> </ul>