# **PERSON SPECIFICATION: HEAD OF SERVICE – SUBSTANCE MISUSE POST REFERENCE: SR-107584**

**Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures including a disclosure and barring service (dbs) check.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Professional qualification in a relevant area e.g. social work, psychology, nursing, public health (F) * Evidence of recent professional development (F) | * Management qualification (F) * Higher qualification in a relevant area, (F) | |
| * **Work or other relevant experience** | * Experience of managing substance misuse services F,I) * Management experience (F) * Proven ability to work in partnership with a range of organisations (F,I) * Experience of planning and developing services that have delivered high quality outcomes for people (F, I) * Experience of developing and using performance management information (F) * Experience of planning and implementing service improvements (F, I ) | * Experience of budget management (F) * Experience in research (with publications) (F) * Experience of delivering training (F) | |
| * **Skills, abilities, knowledge and competencies** | * Up-to-date detailed knowledge of relevant legislation, national policy and national guidance, including ‘The Orange Guidelines’ Drug Misuse and Dependence UK Guidelines on Clinical Management (2017) and all relevant NICE guidance, advice, quality standards and pathways relating to substance misuse treatment. (F,I) * Knowledge of drug and alcohol research (F,I) * Ability to devise and implement local policies and procedures relating to drugs and alcohol(I) * Ability to communicate effectively and influence others (I) * Presentation and communication skills both oral and written and skills in Information and Communication Technology (I) * Ability to self manage workload and work using own initiative (F) | tieodeo   * Knowledge of and ability to develop quality assurance processes (I) | |
| * + **General competencies** | * Proven ability to compile reports for a variety of audiences and maintain accurate records (F) (I) * Ability to ensure effective lines of communication between colleagues, management and external agencies (I) |  | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.