# **PERSON SPECIFICATION: Head of Service – Childrens Hub POST REFERENCE: 107663**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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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)** | CSS/CQSW/DipSW/Social Work Degree or any other Social Work qualification that permits registration with Social Work England as a Social Worker (F)  Registered with Social Work England as a Social Worker (F)  Evidence of recent professional development (F) | * Project management qualification (F) * Management qualification (F) |
| * **Work or other relevant experience** | * Proven experience of delivering a diverse range of services to vulnerable adults, children, young people and families (F) (I) * Management experience of a large multi disciplinary team (F) (I) * 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 adults, children and families (F) * Experience of project and/or service management (F) * Experience of planning and implementing service improvements (F) (I) * Experience of managing budgets (F) (I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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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) | |
| * **Skills, abilities, knowledge and competencies** | * Working knowledge of arrangements for the provision of services to children and young people including knowledge of legislation, statutory guidance, codes of practice, government policy, practice guidance and current initiatives (F) (I) * Knowledge of and ability to develop quality assurance processes (F) (I) * Ability to devise and implement local policies and procedures relating to children and young people (F) (I) * Ability to communicate effectively and influence others (F)(I) * Excellent presentation and communication skills both oral and written and skills in Information and Communication Technology (F) (I) * Ability to self manage workload and work using own initiative (F) (I) | tieodeo | |
| * + **General competencies** | Car Owner / Driver. |  | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Evidence of meeting the Professional Standards and Development in line with registration with Social Work England | Annual |

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.