# **PERSON SPECIFICATION: Adult Team Leader Drug & Alcohol Service POST REFERENCE: Insert**

**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 CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)**
 | Minimum study to NVQ Level 3 (Health & Social Care or equivalent) with a willingness to complete L4 or relevant Management qualification | Educated to Degree level (F)Post-graduate management qualification (F)2 years’ experience of managing staff and functions (F,I) |
| * **Work or other relevant experience**
 | Experience in providing a range of recovery-oriented and evidence-based interventions to substance misusers in a community-based setting. (F,I)Experience of providing consistent and structured line management supervision to practitioners within a health and/or social care setting. (F,I)Experience of leading on specific areas of service development or initiatives to improve service delivery within a health and/or social care setting. (F,I)Experience of providing interventions that support individuals to develop their personal strengths. (F,I)Experience of working as part of a management team, taking collective responsibility for meeting service objectives. (F,I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **Skills, abilities, knowledge and competencies**
 | Excellent written and oral communication skills including report writing (F,I)Ability to develop data sharing protocols and similar documents (F,I)Enhanced negotiation skills (F,I)Excellent knowledge of Microsoft software applications, especially, Word and Excel (F,I,T)Detailed knowledge of professional standards and practices relating to drug and alcohol services, including safeguarding (F, I)A comprehensive understanding of current trends in evidence based substance misuse treatment including psycho-social and pharmacological interventions (F, I) | Knowledge and understanding of public health policy and frameworks (F,I)Knowledge of national substance misuse strategies (F,I)Knowledge of national criminal justice agenda and in particular reduction of drug related crime (F,I)Detailed knowledge of the Public Health Framework (F,I) |
| * + **General competencies**
 | Ability to ensure the management of sensitive and confidential information, through a detailed knowledge of Data Protection and data security (F,I)Knowledge of relevant sources of information and appropriate techniques for accurate and effective evaluation (F,I)Ability to communicate at all levels (F,I)Produce work to high standards (F,I,T)Ability to think widely and deal logically with problems (F,I)Highly motivated and able to use own initiative and motivate others (F,I)Ability to operate as a team player (F,I) | Access to own transport/drivers’ licence |
|  **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

**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** |
| Safeguarding Equality & DiversityEmployee Protection RegisterInformation Governance\*\*Any further training identified attributed to the role | Every 3 yearsAs required As requiredAnnually |

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.