# **PERSON SPECIFICATION: Assistant Contracts & Quality Officer POST REFERENCE: 107653**

**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)** | Educated to A level or NVQ Level 3 in subjects relevant to the job (for example: health and social care, law, housing, or IT) or have a combination of formal off the job training plus relevant experience (F) | Evidence of continuous personal development (F) |
| * **Work or other relevant experience** | To be able to demonstrate experience of :   * Performance monitoring (F) (I) * Collating information and presenting the information in a variety of formats (F) (I) * Working with other individuals and organisations in a co-operative way (F) (I) | Experience of working to achieve desired outcomes(F) (I)  Knowledge of social care, housing, health or voluntary care (F) (I)  Understanding quality standards (I)  Understanding of outcome focussed service provision including monitoring and reporting (I)  Project management skills (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** | Effective verbal and written communication skills (F) (I)  Able to demonstrate good analytical skills (F) (I)  Able to interpret performance and finance information (F) (I)  Able to develop and maintain a detailed knowledge of pertinent legislation and national standards (F) (I)  Knowledge and understanding of relevant concepts and principles within the service area (e.g. outcomes,  value based provision, monitoring and developing quality standards) (F) (I)  Able to prepare analytical reports (F)  Able to use and to support others to use information technology appropriately including relevant online tools and applications (F) (I)  Able to organise and plan work to meet timescales and deadlines (F)  Knowledge of reviewing service delivery (F) (I)  Excellent keyboard skills and the ability to input large volumes of data quickly and accurately to meet tight deadlines (F) | tieodeo  Knowledge of commissioning & contracting procedures (F) (I)  Sensitivity to the needs of vulnerable people when initiating change (F) (I) | |
| * + **General competencies** | To work on own initiative (F) (I)  Proven ability to work effectively as part of a team (F) (I) |  | |
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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** |
| Corporate Induction  Data Security & Protection Toolkit  Introduction to Systems (including Carefirst 6, Controcc, Iclipse, Call Confirm, Affinity)  Information Governance & GDPR  Principles of Safeguarding  Equality & Diversity  Principles of Confidentiality | On commencement of employment  On commencement of employment  On commencement of employment and on system upgrades  Annual  On commencement of employment  On commencement of employment  On commencement of employment |

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.