# **PERSON SPECIFICATION: Administration Manager Substance Misuse POST REFERENCE: 107588**

**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)**
 | Level 4 qualification in business administration or a relevant field (F) | Management qualification level 5 or above (F) Project management qualification (F) High qualification e.g degree in relevant field (business/ administration/ systems) (F)  |
| * **Work or other relevant experience**
 | Experience of managing and leading an administrative team (F) (I) Experience of performance managing and supervision of staff (F) (I)Experience of working within any of the following: NHS, public health, children’s services, adults services substance misuse or criminal justice environment (F,I)Experience of managing service users (F) (I) Experience of working with complex IT systems (F) (I) Experience of project management (F) (I) Experience of integrating systems into existing pathways – system implementation/ design/ reporting/ analysis/ training (F) (I)  | Experience of using NDTMS – National Drug Treatment Monitoring System (F) (I)Experience of identifying trends within data (F,I)Knowledge of NDTMS required datasets (F,I)Experience of managing IT projects to collect, clean, interpret, analyse, summarise and present data (F, T)Experience of overseeing data migrations (F,I)Experience of Quality Assurance process (F) (I)  |
| * **Skills, abilities, knowledge and competencies**
 | Excellent written and oral communication skills including report writing (F,I)Ability to ensure work is completed within specified timescales (F,I)Ability to develop data sharing protocols and similar documents (F,I)Detailed knowledge of Data Management (F,I)Competent in Microsoft software applications, especially Access, Word and Excel (F,I,T)Ability to interpret information, charts and statistics to draw justifiable inferences (F,I,T) | Knowledge of national substance misuse strategies (F,I)Knowledge of intelligence analysis and analytical techniques (F,I)Ability to construct reports using SQL based software (F,I)Detailed knowledge of the Public Health Framework (F,I)Experience of writing complex reports, including data analysis (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)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) |  |
|  **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.