**PERSON SPECIFICATION:** HEAD OF SERVICE – EARLY HELP (CLINICAL LEAD) **POST REFERENCE:** SR-107037

**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)** | * Degree level professional qualification relating to the children’s workforce i.e. social work, education or health. (F) * Registered Nurse with NMC registration with Child and Family Focus or equivalent (F) * Evidence of recent professional development (F) | * Public Health qualification (F) * Qualified Health Visitor (F) * Qualified School Nurse (F) * Management qualification (F) * Masters qualification (F) |
| * **Work or other relevant experience** | * Post qualifying experience in children’s health care (F) * Management experience in children’s health care (F) * Proven ability to work in partnership with a range of organisations (F) (I) * Experience of staff management (F) * Experience of planning and developing services that have delivered high quality outcomes for children and young people (F) (I) * Experience of project and/or service management (F) (I) * Experience of budget management (F) * Experience of developing and using performance management information to improve services (F) * Experience of planning and implementing service improvements (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 children’s health services and early help including knowledge of legislation, statutory guidance, government policy, practice guidance and best practice (F) (I) * Knowledge of and ability to develop performance management, continuous improvement and quality assurance processes (F) (I) * Ability to devise and implement local policies and procedures relating to children and families (F) (I) * Ability to communicate effectively and influence others including presentation, oral, written and IT skills (F) (I) * Ability to self manage workload and work using own initiative (F) (I) | tieodeo | |
| * + **General competencies** | * Car Owner / Driver. * 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 (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** |
| Safeguarding  Training relevant to the role and identified within Appraisal / Supervision  Training as per requirement of Professional registration | Annual  Annual  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.