



**THE VALE OF GLAMORGAN COUNCIL**

**PERSON SPECIFICATION**

<b>POST NO:</b>	V / CS / AA001	<b>DESIGNATION:</b>	Head of Resources Management & Safeguarding	<b>DEPARTMENT:</b>	Social Services
<b>SECTION:</b>	Resources Management, Safeguarding & Performance Division	<b>COMPLETED BY:</b>	Director of Social Services	<b>DATE:</b>	1-02-17

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Minimum 5 years experience of successfully managing at a senior level in a social care or health setting</li> <li>▪ Experience at a senior level of collaborative planning/working with other statutory, voluntary or private sector organisations</li> <li>▪ Experience of managing and mentoring staff</li> <li>▪ Extensive financial and resource management experience</li> <li>▪ Substantial involvement in statutory safeguarding work</li> <li>▪ Experience of working effectively across a range of agencies and professional boundaries</li> <li>▪ A track record of success in planning and delivering organisational change at a strategic and operational level</li> </ul>		Application Form Interview References
<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong understanding of government policy and the key strategic initiatives and partnership frameworks within Social Services.</li> <li>• An excellent understanding of implications of Sustainable Social Services; Framework for Action and the Social Services and Well-</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of project management principles</li> </ul>	Application Form Interview References

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<p>being Act 2014.</p> <ul style="list-style-type: none"> <li>• Demonstrable understanding of corporate governance principles.</li> </ul>		
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills</li> <li>▪ Capacity to think strategically, prioritise effectively and to present effectively at senior decision-making levels</li> <li>▪ Effective people and performance management skills</li> <li>▪ Ability to negotiate and influence outcomes consistent with meeting the needs of the service users in the most effective and efficient way</li> <li>▪ Effective organisational skills</li> <li>▪ Numerical, literacy and reasoning skills</li> <li>▪ Clear understanding and proven ability to manage all aspects of risk</li> <li>▪ Excellent interpersonal and influencing skills both within and across organisational and professional boundaries</li> <li>▪ Proven track record in producing coherent and accessible service plans and progress reports</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proven ability to understand and manage complex issues and environments</li> <li>▪ Ability to deal with the media</li> <li>▪ Spoken or written Welsh Language</li> </ul>	Application Form Interview References
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> <li>▪ Ability to demonstrate lifelong learning and continuous development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Masters or equivalent</li> <li>▪ Management qualification</li> </ul>	Certificates
<b>5. ATTITUDE, MOTIVATION AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>▪ Ability to represent the Council at the most senior level.</li> <li>▪ Able to prioritise and work to deadlines</li> <li>▪ Can work effectively with people with diverse skills, abilities and experience</li> <li>▪ Commitment to team working</li> <li>▪ Self motivated, proactive and innovative</li> <li>▪ Demonstrate a confident, assertive but empowering style of leadership</li> <li>▪ Drive for results</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible and adaptable</li> </ul>	Application Form Interview References

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>▪ Resilience</li> <li>▪ Championing innovation and change, with a focus on citizens and value</li> </ul>		