



THE VALE OF GLAMORGAN COUNCIL

PERSON SPECIFICATION

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

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

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

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