

## Deputy Manager - Person specification

Skills And Experience		Essential	Desirable
1	Substantial recent experience of working in Health or Social care	√	
2	Experience of supporting people with Learning Disabilities, Mental health or Autism, in Supported Living, Day Opportunities or Residential services	√	
3	Experience of leading and motivating staff teams, as a Team Leader or Senior care	√	
4	Experience of writing documents, reports, about the service and people as required		√
5	Experience of recruitment, supervision and performance management of staff teams		√
6	Experience of ensuring the environment is managed safely and ensuring that there is compliance with all regulations	√	
7	Experience of carrying out risk assessments	√	
8	Experience of assessing people's individual needs on a daily basis	√	
9	Experience of detailed record keeping	√	
10	Experience of managing self and others to deliver quality services to timescales	√	
11	Excellent verbal and written communication skills.	√	
12	Experience of working in a diverse organisation and community	√	
13	Experience of working in a busy, growing organisation		√
<b>KNOWLEDGE and abilities</b>	Computer literate in all Microsoft Office programmes, such as Word and Excel, able to research using the internet and learn different software packages eg. Google	√	
1	Awareness of safeguarding policies and current issues	√	

2	Knowledge of current HR and employment issues and legislation		√
3	Knowledge of data protection legislation	√	
4	Knowledge of Disclosure and Barring Service regulations		√
5	Level 3 diploma in management/health & social care or equivalent	√	
6	Level 5 diploma in management/health & social care or equivalent or working towards / prepared to work towards		√
7	Comprehensive knowledge of the Care Quality Commission Regulations and able to ensure compliance		√
8	Knowledge of health and safety legislation	√	
<b>QUALITIES</b>			
1	Flexible. Able to adapt to changing work priorities at short notice, take on the ideas of others, adapt own way of working	√	
2	Identifying potential problems and identifying ways to solve them, using own initiative	√	
3	Positive, service-oriented and helpful inter-personal communication	√	
4	Good at multi-tasking – enjoys doing several different tasks at once	√	
5	Experienced self-confident person. Unflappable, 'can do' attitude	√	
6	Interested in and committed to the aims of New Directions	√	

In your personal statement on the application form please ensure that you give concrete and specific examples and evidence of **how, when, where and why** you meet the requirements on the person specification, i.e. what you are doing or have done in the past that is similar or transferable to our requirements. (Some of this evidence may not be work related but still relevant to this post).

March 2022