

PERSON SPECIFICATION

Post Title	Senior Support Co-ordinator	Band	7/8	Job Evaluation Reference	G591
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Band 8 Educated to SCQF Level 9 (SVQ Level 4) in Social Services and Health Care or equivalent Or Band 7 SCQF Level 7 (SVQ 3) Health and Social Care and 15 Credits at SCQF Level 9 (SVQ4) e.g. PDA Health and Social Care Supervision or equivalent and a commitment to work towards SCQF Level 9 (SVQ4) Social Services and Health Care				✓	
				✓	
Moving and Handling					✓
Epilepsy Awareness					✓
Challenging behaviour					✓
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Paid/unpaid work with people who have a learning disability				✓	
Working with people with multiple disabilities				✓	
Working with groups				✓	
Key Worker role				✓	
Programme planning				✓	
Supervising staff including PDR's, supervision and implementation of relevant policies and procedures				✓	
Addressing failure to deliver and poor behaviour at first indication				✓	
Issues which affect adults with learning disability				✓	

ASP and Adults with Incapacity	✓	
Group dynamics and team effectiveness	✓	
Management policies and procedure, including Personnel	✓	
Application of SSSC and Care Inspectorate Standards	✓	
Equal opportunities and all diversity characteristics	✓	
3. SKILLS AND ABILITIES	Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training		
Proven effective management skills that provide a supportive environment within which colleagues can develop	✓	
Good communication skills, both written and verbal	✓	
Prioritise work	✓	
Manage conflict	✓	
Competent in the use of Microsoft Office	✓	
Aadapt readily to change and provide support when required	✓	
Promote team effectiveness	✓	
Develop and maintain good working relationships with staff at all levels	✓	
Able to demonstrate initiative	✓	
Ability to work as part of a team	✓	
Resolve situations and make decisions	✓	
4. PERSONALITY FACTORS	Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Diplomacy	✓	
Able to adopt a flexible approach to work	✓	
Ability to work under pressure and remain objective	✓	
Approachable	✓	
Self-motivated	✓	
Dynamic	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Ability to travel & have access to a vehicle/transport	✓	
Registered with SSSC	✓	
Flexible to work some weekends and evenings as required	✓	
Relevant PVG checks prior to appointment	✓	

Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:

- Strengthen – our Communities
- Understand – our children's needs
- Protect – our vulnerable people
- Promote – equality and diversity
- Open and transparent – at all times
- Respect – our environment
- Treat – each other with kindness

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.