

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Appropriate Adult	JE Ref	U946
Service	Social Work Services	Band	4
Base	Dumfries and Galloway		

References	Name	Good	Fair	Poor
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
A social work/social care/Health qualification would be an advantage		x	Some knowledge of the Appropriate Adult service	x	
Must have completed national AA training or be willing to complete this prior to commencing AA duties	x		Some knowledge of the Criminal Justice system, courts.		x
			Knowledge of the functional impact of Mental Illness'/Learning Disability		x
2. Experience	Score		5. Personality Factors	Score	
Professional or voluntary experience in working with adults who have a mental health problem, learning disability, autistic spectrum disorder, dementia or similar.	x		Positive attitude including self-motivation	x	
Relevant work experience in social work/social care/Health care or related field.	x		Enjoys working with people	x	
			Ability to empathise	x	
			Self confidence	x	
			Able to discuss problems and seek guidance when appropriate	x	
			Able to support clarification of distressing issues which may be discussed	x	
3 Skills and Abilities	Score		6. Other Requirements	Score	
Confidence to assert roles and responsibilities clearly with police colleagues	x		Ability to travel & have access to a vehicle/transport	x	
Good written and verbal communication skills, relevant to working with adults who have a mental	x		Able and willing to undertake training as required	x	

health problem, learning disability, autistic spectrum disorder, dementia or similar			Able and willing to undertake work out with normal working hours	x	
Socially skilled with good working with people skills	x		Flexible approach to work	x	
Ability to make decisions within given policy & guidance	x				

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate Total Score	

person-specification_2012