

PERSON SPECIFICATION

Post Title	Link Worker	Band	4/5	Job Evaluation Reference	G590
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
<ul style="list-style-type: none"> 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 5					
Educated to SCQF Level 6 or equivalent in Social Services and Health Care or equivalent - or equivalent knowledge/experience				✓	
Band 4					
Educated to SCQF Level 4 or equivalent knowledge/experience				✓	
Other relevant training					✓
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
<ul style="list-style-type: none"> 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 					
Some experience of paid / unpaid work with people with support needs				✓	
Some experience of supporting people with a range of disabilities e.g. physical disability, Mental Health & complex needs				✓	
(In)formal assessment and recording methods				✓	
Issues and needs which affect adults with a range of support needs and their carers				✓	
A range of disabilities e.g. physical disability, Mental Health and complex needs					✓
Issues around confidentiality.				✓	
Resources and interventions.					✓
Assessment and personal planning				✓	
Equal opportunities and all diversity characteristics				✓	
3. SKILLS AND ABILITIES				Essential	Desirable

<ul style="list-style-type: none"> 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 		
Manage your own performance	✓	
Written and verbal communication to statutory and care sector standards	✓	
Communicate effectively and appropriately with adults with people with a range of support needs	✓	
Work on your own or as part of a team	✓	
Use basic IT effectively	✓	
Develop and maintain good working relationships	✓	
Demonstrate initiative	✓	
4. PERSONALITY FACTORS	Essential	Desirable
<ul style="list-style-type: none"> Include personality traits and interpersonal skills that align to the Councils Core Behaviours 		
Diplomacy	✓	
Flexible approach to work	✓	
Calm under pressure and remains objective	✓	
Self-motivated	✓	
Dynamic	✓	
Patient	✓	
Sensitive	✓	
Value people	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
<ul style="list-style-type: none"> Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc 		
Ability to travel and have access to a vehicle/transport	✓	
Flexibility to work some weekends and evenings as required	✓	
Registered with SSSC	✓	
<p>Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:</p> <ul style="list-style-type: none"> 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.