PERSON SPECIFICATION

Post Title	Social Work Assistant, Unpaid Work	Band	7	Job Evaluation Reference	G061(3)

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**		
Relevant SCQF level 5 qualification or equivalent knowledge/experience	✔	
Information technology		✔
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**		
Work with offenders	✔	
Work with substance misusers		✔
Work in a social care setting	✔	
Direct interaction with vulnerable service users / individuals	✔	
Liaison with agencies / service providers		✔
Criminal Justice System	✔	
Social Work / social care system	✔	
Drug and alcohol awareness	✔	
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**		
Assessment	✔	
Writing Skills	✔	
Interagency working	✔	
Working in formal settings		✔

Engaging with involuntary clients		✔
Motivational interviewing		✔
IT Skills		✔
4. PERSONALITY FACTORS	**Essential**	**Desirable**
• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Ability to work as part of a team	✔	
Willingness to contribute to team development	✔	
Ability to work under pressure and to tight deadlines	✔	
Commitment to positive outcomes for service users	✔	
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	✔	
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.