PERSON SPECIFICATION

Post Title	Equity and Excellence Lead	Band	9	Job Evaluation Reference	G746

Required Attributes		
1. EDUCATION AND TRAINING	**Essential**	**Desirable**
• **Only asking for qualifications as an essential criteria can be done 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**		
A recognised qualification to register with SSSC, for example: • Social Services, Children & Young People at SCQF Level 7 • HNC Childhood Practice at Level 7	X	
BA Childhood Practice, PDA, Certificate / Diploma in Early Childhood Studies or other relevant advanced qualification or working towards it.	X	
Committed to personal and professional development	X	
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**		
Demonstrates a broad & balanced understanding of children & childhoods	X	
Clear understanding of Curriculum for Excellence, Pre-Birth to Three & GIRFEC – national & local guidance	X	
Knowledge of local & national policies & drivers		X
Extensive knowledge of child development	X	
Child Protection Procedures	X	
Knowledge of Health & Social Care Standards	X	
Self-evaluation tools/frameworks including How good Is Our Early Learning & Childcare?		X
SSSC Codes of Practice	X	
Significant demonstrable experience in the field of early learning & childcare	X	
Demonstrates the ability to manage additional responsibilities		X
Demonstrates leadership qualities		X
Experience in the development and implementation of plans and programmes for children and families	X	

Experience in planning, assessment, recording and reporting	X	
Experience of liaison with parents, families and multi-agency teams	X	
Experience of team working	X	
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**		
Excellent communication & interpersonal skills	X	
Demonstrates the ability to influence others		X
Good planning and organisation skills	X	
Able to write reports to high standard (grammar, punctuation & spelling)		X
Excellent presentation skills	X	
Good working knowledge of ICT	X	
Ability to manage physical resources	X	
Ability to form & develop professional relationships within a range of contexts	X	
4. PERSONALITY FACTORS	**Essential**	**Desirable**
• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Personal qualities including: enthusiasm, commitment, approachability, innovation, reliability & understanding of the importance of confidentiality	X	
Supportive, caring, enthusiastic & motivated	X	
Committed to partnership working	X	
Ability to work flexibly	X	
Ability to motivate others		X
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Willingness to undertake further development consistent with the post		X
Registration with SSSC	X	
Relevant PVG checks prior to appointment	X	
Ability to travel & have access to a vehicle/transport		X

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.