

Person Specification – Area Development Manager

<p>How tested:</p>	<p>A = application form</p> <p>I = interview</p> <p>R = reference</p>
<p>1. <u>Qualification</u></p> <p>Registered Managers award, diploma in social work or similar (NVQ Level 4/5 or equivalent should be in progress) or relevant degree level qualification</p>	<p>A</p>
<p>2. <u>Experience:</u></p> <p>Significant managerial experience</p> <p>Significant experience of:</p> <ol style="list-style-type: none"> 1. Managing individual staff and teams and dealing with performance issues 2. Working in supported living/ community based services 3. Working with people with learning disabilities who may have complex needs, challenging behaviour and physical disabilities 4. Person centred approach to working. 5. Writing key documents and reports e.g. tender documents, performance reports, policies 6. Experience of contract management and monitoring 7. Proactive approach to change management 	<p>A I R</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>
<p>3. <u>Knowledge</u></p> <p>Understanding of:</p> <ol style="list-style-type: none"> 1. Working with people with learning disabilities who may have complex needs, challenging behaviour and physical disabilities. 2. Working with people with mental health challenges 3. Legislation and government policies relating to adults with learning disabilities. 4. The principles of person centred planning and decision-making 5. The social model of disability. 6. Budget management and analysis of financial information 7. Support planning. 8. Community services available and how to access them 9. Issues relating to equal opportunities and the effect upon people and staff. 10. Formal and informal supervision and performance management of staff. 11. Implementation of active support and positive behaviour support 	<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>
<p>4. <u>Skills and ability</u></p> <p>A commitment to:</p>	

1. Working with people with learning disabilities and/or autism who may have complex needs, challenging behaviour and physical disabilities.	A I
2. Working with people with mental health challenges.	A I
3. Providing a quality service with an outcomes focus.	A I
4. Supporting people with complex and challenging needs in a way which shows respect and increases their choices, skills and independence.	A I
5. A person centred approach to working	A I
6. Providing a quality service and be a positive role model to people supported and staff.	A I
7. Working with people on individual budgets and self-directed support.	A I
8. Working strategically with the executive management	
An ability to:	
9. Manage staff and teams	A I
10. Contribute effectively in person centred planning, care programme approach and other review meetings.	A I
11. Be self-motivated and keen to learn & develop.	I
12. Work in a flexible way, plan own time effectively and adapt approach as situations/people change –including working individually and as part of a team as appropriate.	I
13. Pass on skills and experience to develop people supported and staff.	A I
14. Communicate effectively and accurately in all situations, both verbally and in writing and have good numeracy skills.	A I
15. To contribute to budget and resource planning & manage a budget.	A I
16. Manage change, and expansion of services.	I
17. Use key components of Microsoft office and have competent IT skills.	A I