



Person Specification

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St. Helens Council

Job Title: Service Manager, Vulnerable Adults Commissioning Ref No:SACPS2

Knowledge	E = Essential D = Desirable	Identified by
Knowledge of major Legislative and Policy Framework affecting Adult Social Care & Health.	E	Application / Interview
Knowledge of key policy issues relating to vulnerable adults	E	Application Form / Interview
Performance management and outcome-based commissioning.	E	Application Form / Interview
Principles of engagement and communication with service users and family carers in relation to service development.	E	Application Form / Interview
The principles relating to Safeguarding Adults policy and practice.	E	Application / Interview
Knowledge of budget setting process within a Public Sector environment.	D	Application / Interview
Knowledge of Project Management and Commissioning methodologies.	D	Application / Interview
Knowledge of relevant National and Local Performance Outcomes Frameworks.	D	Application / Interview
Knowledge of relevant issues relating to Children and Young People	D	Application / Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Ability to communicate effectively in a range of settings.	E	Application / Interview / Assessment
Self-Motivated and Pro-Active approach to tasks.	E	Application / Interview
Ability to work effectively and in partnership with colleagues and partner agencies at an operational and strategic level.	E	Application / Interview
Ability to manage, motivate and influence others to meet timescales, deadlines and complete tasks.	E	Application / Interview
Understanding of Project Management	E	Application / Interview
Ability to work under pressure and manage competing priorities.	E	Application / Interview
An ability to utilise a range of IT systems.	E	Application / Interview
An ability to problem solve and seek innovative solutions to problems promptly and effectively	E	Application / Interview
Good written and verbal communication skills	E	Interview / Presentation
Ability to form effective working relationships with professional colleagues, service users and internet groups across professional and agency boundaries.	E	Test / Interview / Presentation



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Experience	E = Essential D = Desirable	Identified by
3 years' experience in a Social Care and/or Health sector environment.	E	Application / Interview
Experience of managing change within complex services.	E	Application / Interview
Experience of partnership working to commission/develop services.	E	Application / Interview
Experience of Performance Management of services using a range of Performance targets and outcomes for service users.	E	Application / Interview
Experience of the implementation of new service developments and other change management.	E	Application Form / Interview
Experience of effectively managing budgets and resources.	E	Application Form / Interview
Experience of working at Manager level in Social Care, Health or Integrated Services.	D	Application Form / Interview
Experience of the development or delivery of multi-disciplinary services.	D	Application Form / Interview
Qualifications	E = Essential D = Desirable	Identified by
DipSW, CQSW, CSS or Nursing qualification or equivalent	D	Application Form / Certificates
NVQ 4 (or equivalent) in Care and Management.	D	Application Form / Certificates
Other Circumstances	E = Essential D = Desirable	Identified by
Willingness to work flexibly.	E	Application Form / Interview
Commitment to user/care involvement in service development.	E	Application Form / Interview
Current valid driving licence and access to a vehicle.	D	Application Form / Licence
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	Interview