



Person specification			
Post title	Adults Social Care Apprenticeship Coordinator	Grade	M
Service Area	Adult Social Care	Section/team	

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Proven ability to project manage staffing initiatives	E	A\I
S1	Knowledge of apprenticeship system, legislation and regulations.	E	A\I\P
S2	Well developed listening and interviewing skills	E	A\I
S3	Ability to organise own workload and establish priorities.	E	A\I
S4	Knowledge and experience of social work standards and capabilities framework.	E	A\I\P
S5	Ability to train and develop staff	E	A\I\P
S6	Knowledge and experience of Social Work Apprenticeship programme	E	A
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	A\I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	A\I
P3	A demonstrable willingness to share information and work with other people.	E	A\I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	A\I
P5	Well-developed analytical, record keeping and administrative skills	E	A\I
P6	Collaborative approach to problem solving / solution focused	E	A

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Communication			
C1	Excellent level of interpersonal and negotiation skills.	E	AI
C2	Ability to communicate professionally and tactfully to build constructive relationships internally and externally.	E	AI
C3	Build positive relationships with Apprentices, Managers, Universities and training providers.	E	A
C4	Liaise effectively with workforce planner to identify the future needs of the service	E	A
Qualifications			
Q1	Qualified Social Worker or Level 5 CIPD, or equivalent or significant experience of working within an Social Work/ Apprenticeship or Workforce Development environment.	E	A/C
Health and safety			
H1	Ability to use equipment as instructed and trained	E	A
H2	Ability to inform management of any health and safety issues which could place individuals in danger	E	A
H3	Ensure graduates and apprentices have a health and safety induction	E	AI

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
19 July 2021	Maureen Keegan / Jaci Dick	Workforce Development Manager/ Employee Services Manager

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

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- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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