

# Person Specification

These criteria will be used throughout the assessment process. Please evidence all criteria listed below in your application form. You should give examples to support your answer.

Criteria and competency they link to as appropriate	Essential	Desirable	Means of measurement				
			AF	I	T/A	Q	P
<b>Skills Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>In depth knowledge of the Operational standards and policies within Offender Management /interventions provision including risk management and public protection requirements.</li> </ul>		X	X			
	<ul style="list-style-type: none"> <li>Understanding of the modern probation service, its aims, challenges and reporting requirements to deliver performance information.</li> </ul>		X	X			
	<ul style="list-style-type: none"> <li>Comprehensive understanding of day to day practical people and performance management that works.</li> </ul>		X	X			
	<ul style="list-style-type: none"> <li>Good understanding of the application of Local Delivery objectives and challenges in Offender Management and interventions</li> </ul>		x	x			

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<b>Training and Qualifications</b>	<ul style="list-style-type: none"> <li>Dip PS – CQSW/DipSW <b>OR</b> must have experience of working within the Criminal Justice sector and be willing to undertake risk based modular units within 12 months of appointment.</li> </ul>		x			x	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Breadth and depth of experience in 2 relevant posts.</li> <li>Experience of staff supervision, preparation of plans and reports and consistent implementation of policy and procedures.</li> <li>Track record of achievement against measurable objectives.</li> <li>Contribution to initiatives in improving organisational performance.</li> <li>Implementing National Standards and managing effective practice.</li> <li>Successful management of diversity in staff context.</li> <li>Staff development – planning and</li> </ul>		x	x			
			x				
			x				
			x				
			x				
			x				
			x	x			

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	<p>implementation.</p> <ul style="list-style-type: none"> <li>Resolving grievances and managing poor performance assertively within procedures.</li> <li>Integration of what works into practice.</li> <li>Managing public protection issues.</li> </ul>		<p>X</p> <p>X</p> <p>X</p>	X			
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Comfortable with using authority in a work setting</li> <li>Able to work on own initiative</li> <li>Positive approach</li> <li>Willing to undertake training as required</li> <li>Empathy</li> <li>Committed to diversity and inclusion and able to work in a non-discriminatory way with a diverse population</li> <li>Good time management</li> </ul>						

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<b>Special Requirements</b>	Willingness to travel to Prisons, Court, Offenders' homes and other locations as required.						

## Measurement Key

AF	Application Form
I	Interview
T/A	Test/Assessment
Q	Qualification
P	Presentation