

## PERSON SPECIFICATION

**Job Title: Commissioning Hub Support Officer**

**Directorate & Section/Unit: Worcestershire County Council/ Finance**

**Salary Grade: Scale 5**

**WCC Management Level:** n/a

### EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of working in the provision and funding placements for children's and young people.
- Considerable experience working in a role responsible for coordinating activities.
- Demonstrable experience of working in a finance environment
- Considerable computing experience, especially in the use of software packages of MS Office including the use of spreadsheets and databases.

It is **desirable** that the post holder has:

- Significant experience of working in children's social care, education or similar environment
- Considerable experience working in a role with lead responsibility for outcomes.
- Experience working on projects in collaboration with others.
- Experience of managing budgets.

### KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Knowledge of issues relevant to children's safeguarding and the ability to apply this knowledge.
- An ability to extract, present and convey accurate information and to disseminate such information where required.
- An ability to influence and negotiate with a range of staff and representatives from partner organisations and agencies.
- The confidence to make decisions that resolve blocks to the delivery of the service.
- A polite, efficient manner particularly when working under pressure and in circumstances where interruption may be commonplace.
- The ability to recognize, acknowledge and have regard to confidential and sensitive matters including child protection.
- A willingness to enhance personal performance by seeking out constructive feedback, gaining insight and awareness of personal strengths and challenges.
- Excellent written and verbal communication skills.
- The ability to work as part of a team with a willingness to contribute to, develop and sustain working practices.
- The confidence to hold challenging conversations with internal colleagues and external stakeholders. This includes negotiating financial packages and contractual amendments.
- An ability to work flexibly and react to changes at short notice in order to support the business requirements.
- The willingness to use initiative and effective prioritising skills including managing workload, whilst recognising the need to seek advice and support when necessary.
- Well-developed interpersonal skills, including the ability to defuse potentially difficult situations

and resolving conflict.

**QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

- Educated to NVQ Level 3 in a relevant subject or equivalent

It is **desirable** that the post holder has:

- ECOL / IT qualification/certificate

**ADDITIONAL INFORMATION:**

This is a demanding role and the job holder must be capable of responding positively to the significant scrutiny for Children's Services. The job holder must be able to work flexibly to deliver the requirements of the job. Travel throughout the County is required.

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Date: 01/10/2020