

## PERSON SPECIFICATION

### P99 Communities Officer (Equality & Vulnerability)

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications & Training	Educated to Degree level or with experience within a similar role	E	1,3,4
Knowledge & Experience	Previous work within a relevant area	D	1, 3
Knowledge & Experience	Experience of working with and influencing diverse community groups	D	1, 3
Knowledge & Experience	Experience of partnership working	D	1, 3
Knowledge & Experience	Experience of developing and implementing projects and events	D	1, 3
Knowledge & Experience	Experience of collating, analysing and presenting data and information and interpreting views through consultation	D	1, 3
Knowledge & Experience	Experience of working with vulnerable people and people with complex needs	D	1, 3
Knowledge & Experience	Experience in producing equality impact assessments	D	1, 3
Knowledge & Experience	Experience in developing policies in accordance with legislation and guidance	D	1, 3
Knowledge & Experience	Experience of managing complex cases	D	1, 3
Knowledge & Experience	Experience of safeguarding procedures	D	1, 3
Knowledge & Experience	Experience of carrying out visits to vulnerable people	D	1, 3
Knowledge & Experience	A knowledge and understanding of relevant equality and diversity legislation	D	1, 3
Knowledge & Experience	An in depth understanding of vulnerability and complex needs	D	1, 3
Knowledge & Experience	An understanding of the Adult and Child Health and Social Care systems and community sector support services for vulnerable people including referral pathways	D	3
Knowledge & Experience	An understanding of data protection requirements	D	1, 3
Knowledge & Experience	A knowledge and understanding of data protection requirements	D	1, 3
Experience & Knowledge	An in-depth knowledge and understanding of Hate Crime legislation and the PREVENT agenda	D	1,3
Experience & Knowledge	A knowledge of the law and national policy around social care	D	1, 3
Skills & Abilities	Ability to work within a diverse team	E	1,3
Skills & Abilities	Able to present the Council at meetings	E	1,3

<b>Specification Type</b>	<b>Additional/changed requirements</b>	<b>E/D</b>	<b>Measure</b>
Skills & Abilities	Ability to promote awareness and understanding of equality and disability issues	E	1, 3
Skills & Abilities	Ability to monitor and review policies and procedures and make recommendations for service improvement	E	1
Skills & Abilities	Ability to empathise and communicate with vulnerable people and people with multiple needs	E	1,3
Skills & Abilities	Ability to prioritise and manage a varied workload	E	1,3
Skills & Abilities	Ability to write reports and provide briefing notes for officers and members	D	1,2, 3
Skills & Abilities	Computer literate	E	1
Skills & Abilities	Excellent verbal and written communication skills	E	1,3
Skills & Abilities	Ability to engage stakeholders and partners to contribute agency resources	D	1,3
Skills & Abilities	Ability to develop and project manage events delivering multiple support needs for vulnerable people	D	1, 3
Other Requirements	Must be available to work flexibly and out of office hours on occasions	E	3
Other Requirements	Must be available to travel to and attend external meetings	E	3
Other Requirements	Commitment to equal opportunities and embracing diversity	E	3
Other Requirements	Must be able to acquire and maintain positive Police vetting status (after offer of post)	E	3

### **Car Allowance:**

This post carries a designated car user status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner.

Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.

Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

### **E/D:**

Essential (E)

Desirable (D)

### **Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

