

Person Specification

Job Title: Witness care Team Leader	Voice for Victims and Witnesses
Salary Scale 6: £24,816 - £26,534	Date last updated: September 2017

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and are champions of equality and diversity in all aspects of employment within Voice for Victims and Witnesses. All employees are expected to understand and promote equality and diversity in the course of their work.</p>	

CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <p>A clear understanding of equal opportunities.</p> <ul style="list-style-type: none"> • Must have experience of leading a team, encompassing successful development of staff. • Should have effective communication and presentation skills. • Able to use IT and software packages where appropriate. • Demonstrable experience of managing and developing a team with clear evidence of outputs. • Evidence of successfully planning and organising work with short and long term timeframes 	<p>Application/ Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/ Interview</p>

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<p>EXPERIENCE:</p> <ul style="list-style-type: none"> Experience of working within the Criminal Justice system and the ability to demonstrate a clear understanding of Criminal Justice processes and procedures and the contribution made by Criminal Justice partner agencies. <p>Case management experience</p>	<p>Application/ Interview</p> <p>Application/ Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Well developed problem solving and negotiation skills</p> <p>Excellent organisational skills</p> <p>Excellent interpersonal /communication skills</p> <p>Ability to produce high quality reports</p> <p>Ability to meet deadlines</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Able to work co-operatively as part of a team.</p> <p>Able to demonstrate a strong commitment to public service.</p> <p>Has a high degree of integrity. Able to demonstrate fairness and openness.</p> <p>Strong commitment to team working. Ability to work under pressure.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>