



## PERSON SPECIFICATION

**Job Title: Family Consultant**

### QUALIFICATIONS

	<b>Essential</b>	<b>Desirable</b>	<b>MOA <sup>(1)</sup></b>
Relevant professional qualifications		*	<b>A</b>
Valid Driving Licence		*	<b>A</b>

<sup>(1)</sup> MOA = Method of assessment. A =

### EXPERIENCE

	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Personal experience as a member of a family supporting someone with a learning disability or autism	*		<b>A</b>
Experience working with a wide range of people in an advisory and influencing role	*		<b>A/I</b>
Development of policies related to family issues		*	<b>A/I</b>
Experience in completing impact assessments		*	<b>A/I</b>
Development and maintenance of monitoring systems to provide information and statistical analysis		*	<b>A/I</b>
Production of reports and statistical information	*		<b>A/I</b>

### SKILLS

	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
The ability to communicate effectively at all levels (both orally and in writing) and to build effective working relationships internally and externally.	*		<b>A/I/T</b>
Speaking publicly, both inside and outside Dimensions	*		
Research skills and the ability to interpret and analyse statistical data		*	<b>I/T</b>
Strong organisational and administrative skills with the ability to write concise reports	*		<b>I/T</b>
Ability to promote the needs and aspirations of families	*		<b>I</b>
Proficient in the use of IT systems including Microsoft Word, Excel, Powerpoint and databases	*		<b>I/T</b>

## KNOWLEDGE AND UNDERSTANDING

	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Knowledge and understanding of relevant legislation as it relates to care and support, and service provision		*	<b>I</b>
Understanding of the requirements of the Care Quality Commission, Care & Social Services Inspectorate Wales and Tenant Services Authority in relation to family matters		*	<b>I/T</b>
Understanding of the personalisation agenda	*		

## PERSONAL AND ATTITUDE

	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
To demonstrate commitment to family-related issues, inclusion, personalisation and the values of the organisation	*		<b>I</b>
To work appropriately with diverse situations, giving full regard to cultural differences	*		
To work sensitively with situations that may be emotionally charged	*		
To work flexibly according to the business requirements	*		<b>I</b>
To be willing to work across the organisation, attend meetings which may require overnight stays	*		<b>I</b>
To demonstrate commitment to own personal development	*		<b>I</b>
Ability to work autonomously	*		<b>I/T</b>

## REHABILITATION OF OFFENDERS ACT 1974

The post for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act 1974 and it is a condition of your employment that all convictions are disclosed in advance on the relevant space on the Application Form for this post.

## Hours of work: 35