

Scottish Children's Reporter Administration

PERSON SPECIFICATION

Post Title: Children's Reporter

LOCATION: *Authority Team*

| FACTORS | CRITERIA | | MEANS OF ASSESSMENT | | |
|---|------------------|--|---------------------|-----------|-----------|
| | | | Application | Reference | Interview |
| Education, Qualifications and Training | Essential | Degree or equivalent qualification in social work, law or another relevant discipline | √ | √ | √ |
| | | Evidence of continuing professional development | √ | | √ |
| Experience | Essential | Minimum of 2 years professional experience, in a similar team based environment | √ | √ | √ |
| | | Partnership working | √ | √ | √ |
| | | Use of a computer and business related software | √ | √ | √ |
| | Desirable | Court experience | √ | √ | √ |
| Skills, Knowledge and Aptitudes | Essential | Understanding of the Children's Hearing System, the roles and responsibilities of other involved agencies and issues affecting it. | √ | | √ |
| | | Understanding of children's needs | √ | √ | √ |
| | | Assessment, investigative and interviewing skills | √ | √ | √ |
| | | Effective communication skills | √ | √ | √ |
| | | Ability to work effectively as part of a team | | √ | √ |
| | | Ability to plan and prioritise work | √ | √ | √ |
| | | Ability to work to deadlines and statutory requirements | √ | √ | √ |
| | | Ability to handle sensitive situations with tact and diplomacy | | √ | √ |
| | | Ability to exercise judgement and make decisions | | √ | √ |
| | | Computer literate | √ | √ | √ |
| | Desirable | Advocacy skills | | √ | √ |
| | | Administrative skills | √ | | |
| | | Understanding of equal opportunities principles | | | √ |
| | | Knowledge of Microsoft Office Software – Word, Excel Outlook and Explorer | √ | √ | √ |

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| Personal Attributes | Essential | Interpersonal and influencing skills which enable the development and maintenance of positive working relationships. | | √ | √ |
| | | Positive, enthusiastic and adaptable | | √ | √ |
| | | Commitment to best practice and the values and ethos of the Scottish Children's Reporter Administration | | | √ |
| | | Professional, calm and confident manner | | | √ |
| Special Requirements | Essential | Flexible with regard to working hours, including attendance at evening hearings as required | | | √ |
| | | Health record appropriate for requirements of the post | medical questionnaire assessed by independent occupational health service | | |
| | Desirable | Full driving license with access to a vehicle | √ | | √ |