

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 * (see qualification guidance)	√	√	√
		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	√		√