

Scottish Children's Reporter Administration

PERSON SPECIFICATION

Post Title: **ASSISTANT REPORTER**

LOCATION: **Locality Team**

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
Education, Qualifications and Training	Essential	Educated to HNC/SVQ3 level and/or able to demonstrate significant work experience within SCRA and/or knowledge of the operation of the children's hearing system.	√		
		Be able to demonstrate the skills and competencies required to provide the best service to children and families	√		√
	Desirable	Evidence of continuing professional development	√		√
Experience	Essential	Demonstrable work experience with SCRA and/or knowledge of the operation of the children's hearings system	√		√
		Use of Microsoft Office Suite, (Word, Outlook, Excel etc.)	√		√
		Administrative experience	√		√
	Desirable	Experience of scribing or shorthand	√		√
Skills, Knowledge and Aptitudes	Essential	Ability to work with information of a confidential nature			√
		Commitment to partnership working internally and externally	√		√
		Understanding of children's needs			√
		Confidence to deal with sensitive situations and a wide range of people			√
		Excellent communication skills <ul style="list-style-type: none"> • written • verbal • presentation 	√		√
		Ability to work well in team situations		√	√
		Ability to deal with pressure and retain objectivity		√	√
		Ability to exercise own initiative		√	√
	Desirable	Understanding of the Children's Hearings System and the roles and responsibilities of other involved agencies	√		√

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PERSON SPECIFICATION

Post Title: Assistant Reporter

LOCATION: *Authority Team*

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
Personal Attributes	Essential	Excellent interpersonal skills		√	√
		Professional, calm and confident manner			√
		Ability to demonstrate integrity and respect for others			√
		Good team worker		√	√
Special Requirements	Essential	Flexible with regard to working hours, including attendance at evening hearings as required			√
	Desirable	Full driving licence with access to a vehicle	√		√
		Health record appropriate for requirements of post.	Medical questionnaire assessed by independent occupational health service.		