



**Person Specification
Adult Services Practice Manager**

SPECIFICATION	ESSENTIAL/DESIRABLE
<p>1. QUALIFICATIONS/EDUCATION/KNOWLEDGE 1.1 A qualification in a relevant field, e.g. child/adult/family therapy, social work, psychology, social sciences or management.</p>	<p>E</p>
<p>2. EXPERIENCE 2.1 Five years' post-qualifying experience of managerial administration. 2.2 Experience of assisting with contract management. 2.3 Experience of planning and implementation of new methods of working to improve efficiency. 2.4 Experience of inducting new staff regarding contracts and organisational systems. 2.5 Experience of being a representative at meetings with stakeholders and other events.</p>	<p>E E E D E</p>
<p>3. ABILITIES 3.1 Evidence of ability to be part of a team. 3.2 Excellent communication and report-writing skills. 3.3 Excellent numerical ability and familiar with Excel. 3.4 Ability to use a database. 3.5 Excellent organisational skills. 3.6 Multimedia skills, including PowerPoint, CD/DVD recording/editing and photo editing etc. 3.7 Ability to handle multiple priorities while working to deadlines.</p>	<p>E E E E E D E</p>
<p>4. OTHER QUALITIES 4.1 A commitment to PAC-UK's mission statement and values. 4.2 A commitment to working within PAC-UK's anti-discriminatory/Equal Opportunities framework. 4.3 Precision 4.4 Enthusiasm</p>	<p>E E E E</p>
<p>5. CIRCUMSTANCES 5.1 Flexibility to occasionally work off-site. 5.2 Flexibility to occasionally work outside office hours.</p>	<p>E E</p>

