

These are the shortlisting questions you will find embedded in the application process for the post of Senior Care Officer. You will answer these questions when you start your application process. **Please don't answer these questions and send as a separate attachment.**

Shortlisting questions for: Senior Care Officer	
	<p><b>When answering the following questions please use the guidance attached to the advert for completing Shortlisting questions Q1 through to Q7.</b></p> <p><b>Top tips to help you answer Shortlisting Questions:</b></p> <p>Think carefully about how you can answer the questions by considering what you have done in the past</p> <p>Provide practical examples of real life situations of when and how you used the particular knowledge, skill or experience</p>
<b>Question 1: (Criteria about qualifications and experience)</b>	Q1. Please tell us about qualifications and training you have in Social Care or Care Management or relevant experience in care and your experiences of the Care Quality Commission.
<b>Question 2: Exp of support plans</b>	Q2. Please tell us about your experience of preparing support plans and risk assessments.
<b>Question 3: Criteria about supervising staff, , training staff, delegation</b>	Q3. Please tell us about your experience of supervising staff, and your experiences of delegation and training new staff.
<b>Question 4: managing staff</b>	Q4. What challenges have you faced when managing staff and also working as part of a team.
<b>Question 5: Communication ext bodies</b>	Q5. Please tell us what experience you have had of communicating with other professionals verbally and/or in writing.
<b>Question 6: Time mgt</b>	Q6. Please tell us how you organise your working shift and deal with changing priorities.
<b>Question 7: Equalities</b>	Q7. Brighton and Hove City Council is committed to Equality, Diversity and Inclusivity. What does equality mean to you?

**When answering the following questions please use the guidance attached to the advert for completing Shortlisting questions Q1 through to Q7.**