

PERSON SPECIFICATION

Job Title: Labour Ward Sister

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:





3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate  Aspire  Respect  Enable	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

EDUCATION, QUALIFICATIONS & TRAINING e.g. Education, professional qualifications	Registered Midwife	3	Application form
	Evidence of continuing professional development and its application	3	Application form /Interview
	ENB 997	3	Application form
	Diploma / Degree level	2	Application form
	ALSO course	2	Application form
EXPERIENCE e.g. Breadth of occupational experience	Recent experience at Band 6	3	Application form
	Experience in all areas of Midwifery with evidence of recent comprehensive ward based experience	3	Application form /Interview
	Can demonstrate leadership skills and initiative	3	Application form /Interview
	Management of Change process	2	Application form /Interview

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Knowledge of Midwifery issues in the wider context of the NHS	3	Interview
	Excellent theoretical and practical knowledge of Midwifery	3	Interview
	Capable of providing clinical leadership to the team	3	Interview
	Ability to undertake standard setting	3	Interview
	Knowledge of responsibilities under the Health and Safety Act 1974	3	Interview
	Knowledge of NMC Code of Conduct, Guidelines and Professional Practice and Midwives Rules	3	Interview
	Experience of Child Protection issues	3	Interview
	Experience of working with vulnerable families	3	Interview
	Clinical Skills ie perineal suturing, IV Cannulation		Application form /Interview
	Understanding of learning and teaching styles and their application	3	Application form /Interview
	Knowledge of vulnerable adult and child protection issues	3	Interview

	Commitment to the principles of Clinical Governance, Clinical Supervision and Midwifery Supervision	3 2	Interview
	Understanding of leadership styles and their application	2	Interview
	Understanding of team motivation	2	Interview
	Evidence of managerial development	3	Application form /Interview
	Ability to act as a mentor for Midwives, students and MCAs, skilled in teaching trained and untrained staff, carers and patients	3 3	Application form /Interview
	Able to identify problems and recommend solutions	2	Interview
	IT literate on Microsoft Office and Excel	3	Application form /Interview
	Excellent communication skills with all members of the team, patients and relatives	3 3	Application form /Interview
	Good verbal and written English which can be evidenced at interview or IELTS level 7 (in all elements) or above	2 3	Application form /Interview
	Good record keeping skills	3	Interview

	Good presentation skills	3	Interview
	Demonstrates effective management in the clinical environment	3	Application form /Interview
	Able to organise staff and multidisciplinary teams to maximise resources	3	Interview
	Able to organise complex packages of patient care	3	Interview
	Effectively prioritises and co-ordinates own work	3	Interview
	Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs	3	Application form /Interview
	Professional appearance and behaviour	3	Interview
	Good previous attendance record	3	Application form /Interview
	Flexible approach to working hours and practices	3	Interview
	Satisfactory enhanced Criminal Records Bureau Disclosure with check against vulnerable groups barred lists	3	Interview

<p>SPECIAL CIRCUMSTANCES</p> <p>e.g. Ability to travel to other sites. Ability to work internal rotation</p>			