



## PERSON SPECIFICATION

JOB TITLE: WARD MANAGER

DEPARTMENT:

GRADE: BAND 7

Education/Qualifications	How measured
<ul style="list-style-type: none"> <li>What qualifications are required for this post? (<b>NB these should be only those needed for this job, not what an individual currently in the post has</b>)</li> <li>Does this require registration, and what are the requirements to maintain these?</li> <li>Training undertaken.</li> </ul>	<p><b><u>ESSENTIAL</u></b> Professional qualification RMN or CQSW or Diploma in Occupational Therapy etc. Evidence of continuing professional development including teaching, assessing, evidence-based practise and methods of enquiry</p> <p><b><u>DESIRABLE</u></b> Management qualifications (or working towards).</p>
Experience	
<ul style="list-style-type: none"> <li>State the type of experience required for this post.</li> <li>What type of experience required for this post could be transferred from a previous post.</li> </ul>	<p><b><u>ESSENTIAL</u></b> Substantial experience in a managerial/supervisory capacity. MDT working.</p> <p><b><u>DESIRABLE</u></b> Project leadership experience</p>
Skills/Abilities/Knowledge	
<ul style="list-style-type: none"> <li>Computer literacy</li> <li>Communication and relationship skills</li> <li>Works autonomously</li> <li>Interpersonal skills</li> <li>Analytical and judgemental skills</li> <li>Planning and organisational skills</li> <li>Admin/clerical skills</li> <li>Freedom to act</li> </ul>	<p><b><u>ESSENTIAL</u></b> Effective communication and interpersonal skills. Ability to lead and manage change. Leadership and decision-making. Analytical skills. Budget experience</p>

<ul style="list-style-type: none"> <li>Physical skills</li> </ul>	<p>IT skills Understanding of HR process and procedure. Clinical supervision. Range of clinical and therapeutic approaches. Understanding of key issues/challenges in the field of mental health and Older People Care Co-ordination/MHA, Clinical, DOLs Mental Capacity Act, Governance Audit/Research Methods <b><u>DESIRABLE</u></b> Financial Management</p>
<p><b>Effort and Environment</b></p> <ul style="list-style-type: none"> <li>Physical Effort</li> <li>Mental Effort</li> <li>Emotional Effort</li> <li>Working Conditions</li> </ul>	<p><b>Physical Skills</b> Restraint of patients using approved techniques, ie PMVA. Ability to give accurate intravenous injections when required. Standard keyboard skills <b>Physical Effort</b> Manouves patients when required Combination of sitting, standing and walking. <b>Mental Effort</b> Work pattern unpredictable Frequent concentration required for writing up reports and attending meetings. Concentration required in clinical care, ef immunisation, calculating drug does Concentration required for staffing issues <b>Emotional Effort</b> Occasional highly distressing or emotional circumstances. Imparts unwelcome news Some challenging behaviour. <b>Working conditions</b> Occasional highly unpleasant conditions including body odour noise, bodily fluid, verbal and physical aggression</p>

<b>Other Requirements</b> E.g., driving, on call arrangements	
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*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name