

PERSON SPECIFICATION

Job Title: Care Group Director of Nursing

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

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
1.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	

CATEGORY	CRITERIA	Weight	HOW ASSESSED
2. EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Registered with the Nursing and Midwifery Council.	3	Application form
	Master's degree in Nursing or health related field or evidence of working at this level.		
	Demonstrates evidence of continuous professional development.	3	Application form
	Management/Leadership qualification or proven track record in management/ professional leadership role.	3	Application form
	Safeguarding Training level 2	3	Application form
	Recognised teaching/ assessing qualification	3	Application form
3. EXPERIENCE eg Breadth of occupational experience	Demonstrable consolidated experience in nursing and senior nurse roles.	3	Application Form
	Experience of leading and managing a range of departments.	3	Application form/Interview Assessment References
	Experience of working and influencing at a senior level and leading a team or service.	3	Assessment/ Reference
	Experience of communicating to a wide range of people at operational levels of an organisation, to include sensitive issues; contentious material; complex matters.	3	Application / Interview Assessment Reference
	Experience of developing collaborative working within teams.	3	Application/ Interview
	Demonstrable experience of developing staff and teams.	3	Application/ Interview

	Demonstrable experience of implementing and managing change effectively.	2	Interview
	Understanding of NMC / HPC Code of Practice and requirements of it for the practice and behaviour and its application.	3	Application/ Interview
	Demonstrable experience of effective budgetary management.	3	Application
	Thorough understanding of Management of COSHH and Health and Safety.	2	

4. 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.	Able to advise on and implement improvements to the quality and efficiency of care for patients in wards / units and specialities across the Care Group.	3	? Application Form / Interview
	Demonstrates ability to make judgements on clinical and professional standards.	3	Application/Interview
	Demonstrates commitment to an empathetic and caring approach.	3	Application/Interview
	Able to accept responsibility for staffing across the Care Group.	3	Application/Interview
	Demonstrates ability to advocate to improve the quality and efficiency of wards / unit's services.	3	Application/Interview
	Demonstrate ability to interpret and analyse data.	3	Application/Interview
	Knowledge in safeguarding issues- vulnerable adults and children.	3	Application/Interview
	Has excellent standard of written and verbal communication skills including an ability to write authoritative and accurate reports.	2	Application/Interview
	Has excellent interpersonal skills and can communicate complex or sensitive information to a range of audiences.	2	Application form and Interview
	Ability to think and plan strategically, tactically, and creatively.	3	Application form and Interview
	Demonstrate knowledge of Nursing and Midwifery workforce planning.	3	Interview
	Expert knowledge of CQC and NMC requirements.	3	Interview

	Robust understanding of national policy in relation to clinical quality.	3	Interview
	Is well organised and able to prioritise own workload effectively, delivering to deadlines.	3	Interview/Reference
	Is fully conversant with national NHS reform initiatives and policy developments.	3	Application/Interview/Assessment
	Is conversant with methods for analysing and improving sustained staff performance over time.	3	Application/Interview/Reference
	Able to analyse complex and sensitive problems and to develop and successfully implement practical and workable solutions to address them.	3	Interview
	Has experience of managing change and understands the principles of successful change management.	3	Interview/Application
	Has experience of successfully leading teams.	3	Application
	Has experience of external collaborative working and understanding of the challenges of providing seamless patient care.	3	Application/Interview
	Demonstrates self-awareness alongside a positive and confident nature.	3	Interview/Assessment/Reference
	Has supportive and empathetic approach to both patients and staff even when under stress.	3	Interview/Reference
	Able to "engage" with others from across diverse communities and groups.	3	Interview/Assessment/Reference

	Reliable, honest, and trustworthy, has integrity	3	Assessment/Reference/Interview
	Able to rapidly build good working relationships with staff and patients.	3	Interview/Reference
	Has mature outlook and is able to deal with issues in a confidential non- judgmental way.	3	Interview/Assessment/Reference
	High level of work organisation, self-motivation, drive for performance and improvement.	3	Interview/Assessment/Reference
	Excellent inter-personal skills with the ability to positively interact in difficult, emotive, and potentially hostile situations.	3	Interview/Assessment/Reference
	Sound political judgement and astuteness in understanding and working with complex local and national policy, and diverse interest groups.	3	Interview/Assessment/Reference

5. Professional Development and Education

	Knowledge of quality improvement tools and techniques with experience of managing quality improvement programmes	3	Application/Interview
6. Other	High level of IT and presentation skills.	3	Application/Interview
	Ability to participate in the on-call rota.	3	Application/Interview
7. SPECIAL CIRCUMSTANCES e.g., Ability to work internal rotation	Able to travel to other sites and off sites as necessary.	3	Interview
	Able to play an active part in the senior Trust management on call rota.	3	Interview