



PERSON SPECIFICATION

Post Title: Ward Manager

Band: 7

Department, Location: Ward 14, Elective Orthopaedics

An Equal Opportunity Employer

Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010.



We are Bradford: we value diversity and champion inclusion

E or D indicates whether a selection criterion is 'Essential' to the job role or 'Desirable'.

As a minimum a candidate must meet the essential criteria for the post to be recruited.

Experience	How Identified	E/D
Acute surgical nursing experience at Band 6 (at least 2 years) including experience of working in a relevant clinical specialty	Application Form	E
Regularly in charge of a ward	Application Form	E
Worked within a multidisciplinary team	Application Form Interview	E
Experience of participating in clinical audit	Application form/Interview	E
Experience in policy development	Application Form/Interview	D
Budget and financial management experience	Application Form/Interview	D
Experience of leading/managing a team of staff	Application Form/Interview	E
Change management experience	Application Form/Interview	E
Experience in a range of clinical specialties	Application Form/Interview	D
Experience of managing off duty / roster within clinical setting	Application Form/Interview	E

Skills	How Identified	
Ability to prioritise and problem solve	Application Form Interview	E
Ability to work autonomously and as part of a team	Application Form Interview	E
Ability to make decisions and escalate appropriately	Application Form Interview	E
Ability to challenge practice and support staff	Application Form	E

	Interview	
Knowledge and skills in elective and trauma orthopaedic surgery	Application Form Interview	E
Excellent interpersonal and communication skills	Interview	E
Clinical skills specific to area of specialty	Application Form/Interview	E
Ability to lead and work as part of a team	Application Form/Interview	E
Mentoring and counselling skills	Application Form/Interview	E
Change management skills	Application Form/Interview	E
Leadership skills	Application Form/Interview	E
Excellent time management and organisation skills	Application Form/Interview	E
Computer literate	Application Form	D
Presentation skills	Application Form/Interview	D

Knowledge	How Identified	E/D
Includes; Knowledge & Training		
Understanding of Information Governance and Confidentiality	Application Form	E
Understands how elective surgical patient flow works	Application Form Interview	E
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues.	Interview	E
Knowledge of change management processes	Application form/Interview	E
Knowledge and understanding of application of relevant National Guidance e.g. National Service Frameworks, NICE etc.	Application Form/Interview	E
In depth knowledge and understanding of the needs of the specific patient group	Application Form/Interview	E
Evidence of current CPD	Portfolio/Log Book	E
Recruitment and Selection, Appraisal and other relevant HR/People management training	Application Form	E
Management Development Training	Application Form	D

Qualifications - In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.	How Identified	E/D
RGN – adult nursing		E
Diploma/Degree in Nursing or equivalent experience/ working towards		E
Teaching and Assessing in practice qualification (FLIP/ENB 6590 /998)		E

Values and Behaviours (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	How Identified	E/D
We are one team <ul style="list-style-type: none"> We trust each other and work together We talk clearly and honestly. We make every penny count. 	Application form/ Interview/ Test	E

<ul style="list-style-type: none"> • We get better all the time 		
We care <ul style="list-style-type: none"> • We are kind and compassionate. • We take ownership and keep our word. • We are passionate, proud and committed. • We say thank you. 	Application form/ Interview/ Test	E
We value people <ul style="list-style-type: none"> • We respect each other and our patients • We embrace difference • We support each other • We say when we have done well and learn from mistakes 	Application form/ Interview/ Test	E

Other Requirements:	How Identified	E/D
Includes; Working Conditions		
Able to fulfil Workplace Health & Wellbeing requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Health Declaration. Health Screening (only if required, subject to Risk Assessment). Immunisation Sound	E
Positive attitude/Self motivated/Supportive of others		E