

Person Specification

Job Title: Ward Manager

Division/Department: Specialist Receiving Unit - Cancer & Associated Specialist Division

Band: 7

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's "We are here for you" behavioural standards		Interview

Training & Qualifications	<p>Current level one NMC registration</p> <p>Degree in health / nursing related Studies</p> <p>Relevant post-basic study relevant to specialty</p> <p>Have a suitable Teaching & Assessing Qualification</p> <p>Possession of a Mentoring Course</p> <p>Able to demonstrate academic learning at level 3</p> <p>Formal leadership and management training</p>	<p>Continuing professional development/ reflective profile</p> <p>Completion of all local competency packages.</p> <p>Research training/experience</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Profile</p>
Experience	<p>Significant post registration experience include</p> <p>management/leadership experience</p> <p>Supervision of non-registered staff, preregistration and post basic students</p> <p>Evidence of ability to mentor</p> <p>Ability to manage the clinical area or ward efficiently and effectively</p> <p>Ability to lead change and lead new ways of working</p>	<p>Audit or research within the clinical area</p> <p>Formal teaching of groups of staff</p> <p>Budget management</p>	<p>Application Form</p> <p>Interview</p> <p>Profile</p>
Communication and relationship skills	<p>Able to present and receive complex information within the multi professional team</p> <p>Demonstrate negotiation and influencing skills</p>	<p>Demonstrate evidence of providing formal teaching sessions</p> <p>Demonstration of team working and ability to work within a team</p> <p>Demonstrate leadership for the management of change</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Profile</p>

	<p>Assertiveness skills and the ability to deal with conflict</p> <p>Team player who can initiate, delegate and complete projects</p> <p>Demonstrate self-awareness and understanding of personal accountability</p> <p>Ability to support colleagues, patients and relatives/cares in distressing circumstances</p>		
Analytical and Judgement skills	<p>Ability to respond to, priorities and analyses complex problems/situations and ensure effective interventions are put in place</p> <p>Ability to generate and present reports and documents</p> <p>Deal effectively with clinical issues within defined procedures/guidelines</p> <p>Demonstrate insight in the use of data to influence patient care and services</p>	<p>Demonstrate a knowledge of current issues related to the NHS strategy and policy</p> <p>Use of clinical benchmarking to influence patient care (Essence of Nursing)</p> <p>Ability in the use of appraisal, personal development review and training needs analysis.</p> <p>Use of the knowledge and skills framework</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Profile</p>

Planning and organisation skills	<p>Can formulate short and long term objectives</p> <p>Demonstrate an ability to prioritise own workload and recognise, prioritise and respond appropriately to urgent and emergency situations</p> <p>Demonstrate the personal development of members within the team</p>	<p>Demonstrate ability to effectively lead a team</p> <p>Demonstrate effective time management skills</p> <p>Demonstrate effective resource management</p>	<p>Application Form</p> <p>References</p> <p>Interview Profile</p>
Physical skills	<p>Physically able to perform the full range of nursing duties</p> <p>Dexterity and accuracy in undertaking clinical skills, use of equipment and documentation</p> <p>Competent and capable of using medical equipment</p> <p>Able to undertake patient manual handling manoeuvres and non-patient manual handling manoeuvres</p>	<p>Evidence of moving and handling training</p>	<p>Application Form</p> <p>References</p> <p>Interview Profile</p>

Other requirements specific to the role (e.g. be able to drive or work shifts)	Flexible and adaptable Enhanced CRB clearance Caring Enthusiastic and well-motivated Confidence Recruitment and selection of staff	Successful implementation and management of a nursing change process Evidence of formal teaching experience Experience of leading a team Attendance at conferences / study days Understanding of the role of advocacy	Successful implementation and management of a nursing change process Evidence of formal teaching experience Experience of leading a team Attendance at conferences / study days Understanding of the role of advocacy
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