

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: _____

Name of Applicant: _____

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)
Values:-  Collaborate  Aspire  Respect	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	

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

			
EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	<ul style="list-style-type: none"> • RNchild /RN or equivalent • Neonatal intensive care and high dependency course or equivalent. • Assessor and supervisor training or equivalent • 1st Line Management qualification • Evidence of continuous learning / development • Safeguarding Training level 3 	3 3 3 3 2 2 3	Application form / Interview
EXPERIENCE eg Breadth of occupational experience	<ul style="list-style-type: none"> • Significant and relevant experience within a neonatal unit at band 6 • Possess extended neonatal intensive care skills. • Evidence of continuous professional development / post graduate ability 	3 3 3	Application form / Interview

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SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	<ul style="list-style-type: none"> • Able to role model & mentor. • Able to provide a stimulating learning environment. • Able to motivate and lead a team. • Able to prioritise and organise own workload. • Experience of conducting appraisals. • Able to utilise resources appropriately • Up to date knowledge of current nursing practice with neonates. • Ability to communicate effectively within the multi disciplinary team & with parents • IT literate • Evidence of change management skills. 	3 3 3 3 3 3 3 3	Application form / Interview
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	<ul style="list-style-type: none"> • Ability to participate fully in 24/7 rota. 	3	Application form / Interview

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