

## PERSON SPECIFICATION

### Ward Manager

	Essential	Desirable/To be developed in post
Education/ Qualifications	Registered Nurse (Mental Health/Learning Disability). A Mentorship Course. A PSTS training. A Evidence of continuing professional development. A Degree or equivalent experience. A	RGN. A Management course. A
Experience	Significant years' experience of managing clinical practice at Band 6. A Experience of implementing and monitoring standards of care. A Experience of providing clinical and managerial supervision. A Experience of working within a multidisciplinary team. A Experience of working in a multicultural environment and knowledge of methods to develop culturally sensitive practice. A Experience of recruitment and selection of staff. A	Experience of working with other client groups and of using a variety of models and approaches to care. A Experience of managing non-clinical staff and other professionals. A Experience of staff performance management. A Experience of implementing significant changes in working practices. A Experience of project management. A
Knowledge	Specialist clinical knowledge relevant to the service, including evidence based practice. A/I Working knowledge of all relevant legislation associated with acute mental health care, including MHA, CPA procedures, Human Rights Act, NSF, Child Protection and NHS Plan. A/I Understanding of the role and function of other organisations providing services to people with mental ill-health. A/I	Knowledge of performance management procedures. A/I

Skills and Abilities	<p>Skills in developing and changing clinical practice. A/I</p> <p>Ability to present ideas with clarity and in a persuasive and influential style. I</p> <p>Ability to communicate effectively both verbally and in writing. A/I</p> <p>Ability to negotiate and reach compromises in verbal discussions in a manner which inspires. I</p> <p>confidence and respect from others. I</p> <p>Ability to build and maintain high standards of professional links and communication channels with a variety of personnel and agencies. I</p> <p>Ability to enthuse others, co-ordinate and motivate a team. I</p> <p>Ability to analyse complex issues/problems, gather relevant information and exercise sound judgement in reaching the most appropriate conclusions. I</p> <p>Ability to manage own time effectively and to produce pieces of work on time and to a high standard. I</p> <p>Ability to delegate appropriately. I</p> <p>Ability to organise and plan ahead effectively. I</p> <p>Ability to manage change effectively. I</p> <p>Full commitment to equal opportunities. I</p>	<p>Proven ability to maintain a balance between strategic and operational management. I</p> <p>Ability to support, manage and advise the team through difficult and challenging situations. I</p> <p>Ability to build and lead effectively, a large multi-skilled team. I</p> <p>Ability to manage conflict effectively. I</p> <p>Ability to manage effectively a revenue budget in the region of £1,000,000. I</p> <p>Appreciation of the complexities of the Ward Manager's role and how to balance clinical and non-clinical responsibilities. I</p>
Personal attributes, circumstances and other skills	<p>Recognition of own limitations, strengths and weaknesses and an ability to seek advice when necessary. I</p> <p>Ability to gain easily the trust, confidence and respect of service users, their relatives and staff of a variety of levels and disciplines. I</p> <p>Understands the differences between strategic and operational management. I</p> <p>Innovative, creative and a willingness to try something new. I</p> <p>Methodical approach to work with attention to detail. I</p> <p>Basic computer skills. A/I</p>	<p>Ability to work changeable hours at fairly short notice. I</p> <p>Advanced computer skills and use of spread sheets. A/I</p> <p>Evidence of undertaking audit work. A/I</p>

A Application  
I Interview