

## Person Specification / Interview Score Sheet

**Job Title:** Band 8a Matron NICU

**Accountable to:** Head of Nursing & Professions.

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	<ul style="list-style-type: none"> <li>1st Level Registered nurse/Midwife /AHP on relevant part of the Register.</li> <li>First degree or equivalent.</li> <li>Relevant post registration specialist training at masters level equivalent.</li> <li>Accredited management/leadership training or evidence of practical application of expertise at this level</li> </ul>	<ul style="list-style-type: none"> <li>Masters degree</li> </ul>			
Experience	<ul style="list-style-type: none"> <li>Proven track record of operational management in the acute healthcare setting managing a ward / service/ department. Including staff, financial/budgetary and change management.</li> <li>Experience in the acute healthcare setting in clinical leadership/clinical management position</li> <li>Formal and informal teaching experience</li> <li>Experience of holding staff to account for poor performance</li> <li>Experience of being accountable for the delivery of a clinical/nursing service</li> </ul>	<ul style="list-style-type: none"> <li>Experience within the Neonatal service</li> <li>Experience of chairing capability disciplinary hearings.</li> <li>Experience writing clinical policies and procedures.</li> </ul>			

Technical Skills Competencies	<ul style="list-style-type: none"> <li>• Ability to demonstrate expert clinical and nursing knowledge.</li> <li>• Detailed knowledge of current nursing issues.</li> <li>• Ability to effectively manage resources to deliver sustained improvement</li> <li>• Budgetary experience</li> <li>• Ability to analyse complex information and provide a range of options to share information to the wider team.</li> <li>• Ability and experience of delivering highly sensitive or distressing news to patients, relatives and staff</li> <li>• Ability to use IT systems for clinical care including Badgernet.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of advanced leadership qualities.</li> <li>• Demonstrable experience of achieving financial savings without compromising clinical care.</li> <li>• Ability to write reports.</li> <li>• Ability to write effective business cases</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• Extensive knowledge of National and Local NHS care and Nursing &amp; Midwifery agenda</li> <li>• Highly developed specialist knowledge for field of practice, underpinned by theory and experience.</li> </ul>				
Other requirements specific to the role	<ul style="list-style-type: none"> <li>• Ability to work flexible hours and fulfil commitments of Matron rota.</li> <li>• Ability to prioritise workload effectively.</li> </ul>				
Personal Attributes	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills with good listening skills;</li> <li>• High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude</li> <li>• Team player and able to work collaboratively.</li> <li>• Committed to improving clinical care.</li> <li>• Emotionally resilient and able to work effectively in a rapidly changing environment.</li> </ul>				
Language requirement	<ul style="list-style-type: none"> <li>• Be able to speak English as necessary to undertake the role</li> </ul>	<b>Total Score</b>			

Scoring Key:	
<b>1</b>	Does not meet criteria
<b>2</b>	Below requirement (serious shortcomings)
<b>3</b>	Acceptable level of competence (some shortcomings in performance)
<b>4</b>	Acceptable level of competence (quality evidence provided)
<b>5</b>	Exceptional standard

*HI – How Identified	
<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test
<b>P</b>	Presentation