

## Person Specification

<b>Post Title</b>	<b>Deputy Ward Manager</b>
<b>Band</b>	<b>Band 6</b>
<b>Division</b>	<b>Rehabilitation Division</b>
<b>Location/Base</b>	<b>Open Community Rehab In-Patient Service – Bramley Street</b>
<b>Responsible to</b>	<b>Unit Manager</b>
<b>Accountable to</b>	<b>Operational Manager</b>

### **Job Summary/Purpose**

The post holder will be responsible for assessing, planning, implementing, documenting and evaluation individual programmes of care for designated clients within a defined clinical area. The post holder will also co-ordinate the work of the care team in the absence of the primary nurse. The post holder will be responsible to ensuring clients pass through their aligned clinical pathway and are discharged safely into the community. The post holder will be responsible for the Clinical Leadership and Operational management ensuring high standards of clinical practice to all service users within the unit.

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
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<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
Be a registered mental health nurse with current NMC registration. Hold a mentor qualification or equivalent and be willing to undertake training. Evidence of Continuous Professional Development	Have completed a degree programme. If completed preceptorship, must be able to demonstrate this.	AP, IN

<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
Two years post registration experience A genuine interest in Recovery and Rehabilitation Understands and demonstrates qualities required for a leadership and managerial role. Experience of working alongside people with severe mental health problems. Experience of supervising staff. Experience of conducting clinical assessments including risk assessments.	Must demonstrate an interest in working with the client group. Experience of managing and developing junior staff/Students Experience of staff recruitment. Evidence of leadership training. Demonstrate experience of managing change.	AP, IN

<p>Experience of partnership working within and across various statutory and non-statutory teams and agencies.</p> <p>Experience of working within the CPA process</p> <p>Advocate on behalf of the patient group</p> <p>Delivery physical healthcare and participate in clinical audit</p>		
<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
<p>Awareness of current best practice guidance and clinical guidance including relevant NICE guidance. Aware of current trends in Rehabilitation Services.</p> <p>Knowledge of Government legislation e.g., Mental Health Act (1983) and amendments.</p> <p>Working knowledge of the CPA process.</p> <p>Understanding of principles of risk assessment and management, including positive and therapeutic risk taking.</p> <p>Knowledge of audit processes to improve clinical standards and quality.</p> <p>Clear understanding of the NMC Duty of Care standards.</p>	<p>Awareness of research methods and clinical audit.</p> <p>Knowledge of Substance Misuse interventions.</p> <p>Understanding, knowledge and experience of using Recovery model principles</p>	AP, IN
<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should have:</p> <p>Excellent written and oral communication skills.</p> <p>The ability to communicate in a clear and unambiguous way.</p> <p>Excellent negotiation and conflict resolution skills.</p> <p>Evidence of excellent record keeping.</p> <p>Evidence of working with and involving service users and carers in the care process.</p> <p>The ability to develop effective professional relationships with others.</p> <p>Awareness on how to advocate for the service users</p> <p>Be able to deliver physical health care and participate in clinical audit</p>		AP, IN

<p>Awareness of how to plan off duty rotas.</p> <p>The ability to work with and alongside change.</p> <p>Be able to understand the financial management of the unit budget and manage staff resources appropriately.</p> <p>The ability to critically reflect on own practice and that of others.</p> <p>Excellent decision-making skills and effective crisis management skills.</p> <p>Evidence of partnership working with individuals, groups, communities, and agencies.</p>		
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<p>Work an internal rotation across 24 hours, 7 days a week, including bank holidays. On a shift basis of 2 long days and 2 short days, night shifts</p> <p>The job holder must be assessed by Occupational health as having a level of fitness to carry out duties/tasks after reasonable adjustments under the terms of the Equality Act 2010.</p> <p>Ability to carry out PMVA techniques.</p> <p>Ability to administer IM medication if required.</p> <p>Ability to use manual handling techniques.</p> <p>There is an occasional requirement to travel across the wide footprint of the Trust to attend meetings and events relevant to the role.</p> <p>There may be an occasion to support other services within the Rehab Division</p>		

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by: N Figgins**  
**Designation: Unit Manager**  
**Date: Updated 14/11/2023**