

## PERSON SPECIFICATION

**Job Title: Labour Ward Sister**

### 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

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
<b>Values:-</b>  <b>Collaborate</b>   <b>Aspire</b>   <b>Respect</b>   <b>Enable</b>	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	

<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>  e.g. Education, professional qualifications	Registered Midwife	3	Application form
	Evidence of continuing professional development and its application	3	Application form /Interview
	ENB 997	3	Application form
	Diploma / Degree level	2	Application form
	ALSO course	2	Application form
<b>EXPERIENCE</b>  e.g. Breadth of occupational experience	Recent experience at Band 6	3	Application form
	Experience in all areas of Midwifery with evidence of recent comprehensive ward based experience	3	Application form /Interview
	Can demonstrate leadership skills and initiative	3	Application form /Interview
	Management of Change process	2	Application form /Interview

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>  e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Knowledge of Midwifery issues in the wider context of the NHS	3	Interview
	Excellent theoretical and practical knowledge of Midwifery	3	Interview
	Capable of providing clinical leadership to the team	3	Interview
	Ability to undertake standard setting	3	Interview
	Knowledge of responsibilities under the Health and Safety Act 1974	3	Interview
	Knowledge of NMC Code of Conduct, Guidelines and Professional Practice and Midwives Rules	3	Interview
	Experience of Child Protection issues	3	Interview
	Experience of working with vulnerable families	3	Interview
	Clinical Skills ie perineal suturing, IV Cannulation		Application form /Interview
	Understanding of learning and teaching styles and their application	3	Application form /Interview
Knowledge of vulnerable adult and child protection issues	3	Interview	

	<p>Commitment to the principles of Clinical Governance, Clinical Supervision and Midwifery Supervision</p>	<p>3 2</p>	<p>Interview</p>
	<p>Understanding of leadership styles and their application</p>	<p>2</p>	<p>Interview</p>
	<p>Understanding of team motivation</p>	<p>2</p>	<p>Interview</p>
	<p>Evidence of managerial development</p>	<p>3</p>	<p>Application form /Interview</p>
	<p>Ability to act as a mentor for Midwives, students and MCAs, skilled in teaching trained and untrained staff, carers and patients</p>	<p>3</p>	<p>Application form /Interview</p>
	<p>Able to identify problems and recommend solutions</p>	<p>2</p>	<p>Interview</p>
	<p>IT literate on Microsoft Office and Excel</p>	<p>3</p>	<p>Application form /Interview</p>
	<p>Excellent communication skills with all members of the team, patients and relatives</p>	<p>3</p>	<p>Application form /Interview</p>
	<p>Good verbal and written English which can be evidenced at interview or IELTS level 7 (in all elements) or above</p>	<p>2 3</p>	<p>Application form /Interview</p>
	<p>Good record keeping skills</p>	<p>3</p>	<p>Interview</p>

	Good presentation skills	3	Interview
	Demonstrates effective management in the clinical environment	3	Application form /Interview
	Able to organise staff and multidisciplinary teams to maximise resources	3	Interview
	Able to organise complex packages of patient care	3	Interview
	Effectively prioritises and co-ordinates own work	3	Interview
	Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs	3	Application form /Interview
	Professional appearance and behaviour	3	Interview
	Good previous attendance record	3	Application form /Interview
	Flexible approach to working hours and practices	3	Interview
	Satisfactory enhanced Criminal Records Bureau Disclosure with check against vulnerable groups barred lists	3	Interview

<b>SPECIAL CIRCUMSTANCES</b>  e.g. Ability to travel to other sites. Ability to work internal rotation			