

**PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Matron Acute Paediatrics</b>	<b>AFC No: N0551</b>
<b>Band:</b>	<b>B8a</b>	
<b>Department:</b>	<b>Acute Paediatrics</b>	
<b>Group:</b>	<b>Women &amp; Child Health Group</b>	

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>CLINICAL EXPERIENCE</b>	<p>Extensive post-graduate and post-competency experience working with children in a variety of settings inclusive of an acute setting.</p> <p>Experience of managing and prioritising clinical workloads and effective roster management.</p> <p>Experience of working with assistants, students, newly qualified staff and others as appropriate.</p> <p>Experience of participating in the delivery and development of training to a variety of recipients, both professional and non-professional.</p> <p>Experience of participating in clinical service development in response to local and national priorities involving research, audit and user feedback.</p> <p>Experience of working with a variety of professionals</p> <p>Able to demonstrate commitment to high quality patient care</p> <p>Evidence of management training.</p>	AF & I		AF & I
<b>QUALIFICATIONS</b>	<p>A registered children's nurse with:</p> <ul style="list-style-type: none"> <li>Registration with NMC</li> </ul>	AF & I	MSc	AF & I

	<ul style="list-style-type: none"> <li>Evidence of a comprehensive, relevant and up to date CPD record</li> </ul>			
<b>KNOWLEDGE</b>	<p>Knowledge of government policies and guidelines pertaining to the delivery of services for children and young people.</p> <p>Knowledge of the acquisition and deployment of cost-effective, appropriate and up-to-date available resources, based on Evidence Based Practice (EBP)</p> <p>Knowledge &amp; experience of managing budgets, including planning, forecasting and prioritising</p>	AF & I	Evidence of publication and/or research work	AF & I
<b>PERSONAL QUALITIES</b>	<p>Ability to demonstrate respect, ambition and compassion with children, carers families and staff whilst maintaining professional objectivity when dealing with complex issues.</p> <p>An ability to support, encourage and motivate colleagues within the team and multi-agency teams.</p>	AF & I		AF & I
<b>MANAGEMENT / SUPERVISION / COORDINATION SKILLS</b>	<p>Experience of service-wide performance management, including undertaking supervisions and appraisals</p> <p>Experience of leading a team and highly developed leadership skills</p> <p>Knowledge, skills and experience to recruit staff (both clinical and non-clinical)</p> <p>Skills and ability to represent the whole service both within the wider Trust and with external bodies.</p> <p>Ability to work in partnership with all appropriate others.</p> <p>Ability to deliver agreed objectives to specific deadlines.</p> <p>Ability to use initiative and to make decisions.</p> <p>Ability to manage time efficiently and effectively.</p>	AF & I		AF & I

	Ability to carry out audit, evaluations and planning activity to inform service developments and quality improvements.			
<b>WRITTEN SKILLS</b>	Excellent written skills for the purposes of report writing and contributing to policy documentation.	AF & I		AF & I
<b>COMMUNICATION / VERBAL SKILLS</b>	<p>Excellent oral and interpersonal communication skills at all levels.</p> <p>Ability to contribute to discussion with appropriate others leading to service developments and problem-solving.</p> <p>Ability to negotiate in clinical and non-clinical situations.</p> <p>Flexibility to chair meetings</p>	AF & I		AF & I
<b>RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES</b>	Ability to manage physical and electronic equipment and resources appropriately and safely.	AF & I		AF & I
<b>PHYSICAL EFFORT</b>	Willingness to travel as appropriate and work flexibly as required.	AF & I		AF & I
<b>Mental Effort</b>	Ability to sustain concentration for long periods.	AF & I		AF & I
<b>MENTAL EFFORT</b>	<p>Ability to manage conflict in clinical and non-clinical situations.</p> <p>Ability to recognise own professional boundaries and seek support where necessary.</p> <p>Able to take responsibility for imparting bad news to patients or relatives in a sensitive manner.</p> <p>Ability to impart difficult distressing news to staff for example, (Child Death)</p> <p>Able to work within an environment with frequent interruptions.</p>	AF & I		AF & I

	<p>Able to work within stressful, unpredictable situations.</p> <p>Ability to analyse complex information, form judgements, weigh risks and manage accordingly, often within tight timescales.</p> <p>Ability to work effectively when dealing with staffing issues that require difficult and sometimes challenging decisions.</p>			
<b>WORKING CONDITIONS</b>	Ability to assess risk when working alone in a variety of environments.	AF & I		AF & I
<b>OTHER</b>	<p>An understanding of and commitment to the model of service delivery operating within the paediatric services and the wider multi-disciplinary community</p> <p>To be presentable and punctual.</p>	AF & I		AF & I

**Key:** AF - Application Form / I - Interview / P - Presentation / Q – Qualification Documents / R – Registration Documents / T – Test