

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Continence Team Lead

Name of Applicant: _____

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

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

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

EDUCATION, QUALIFICATIONS & TRAINING e.g., Education, professional qualifications	• Good general education	3	Application form.
	• Registered Nurse (Level 1)	3	Application form.
	• Degree related to field (or equivalent experience and willing to undertake degree)	3	Application form.
	• Completion of appropriate management and leadership programme	2	Application form
	• Teaching and Assessment recognised qualification	3	Application form
	• Recognised advanced communication skills	3	Application form
	• Recognised qualification in Continence Management	3	Application form
EXPERIENCE e.g., Breadth of occupational experience	• Significant experience at a band 6 level within the NHS	3	Application Form
	• Proven track record in change management, team leadership and performance management	2	Application form/Interview
	• Previous experience in teaching, coaching, mentoring	3	Application form
	• Proven track record of innovation and leadership in community nursing/	2	Application form/Interview

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

CATEGORY	CRITERIA	Weight	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE e.g., Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g., NMC Code of Conduct, regulations etc.	<ul style="list-style-type: none"> Excellent communication and interpersonal skills 	3	Interview
	<ul style="list-style-type: none"> Proven ability to utilise word, power point and excel to a level of producing documents, reports. 	3	Application form/interview
	<ul style="list-style-type: none"> Proven ability to analyse highly complex problems and to develop and successfully implement practical and workable solutions to address them 	2	Interview
	<ul style="list-style-type: none"> Evidence of participation in audit, research, and development of staff 	2	Interview
	<ul style="list-style-type: none"> Proven track record with dealing with human resource concerns 	2	Interview
SPECIAL CIRCUMSTANCES e.g., Ability to travel to other sites. Ability to work internal rotation	<ul style="list-style-type: none"> Good team worker 	3	Interview
	<ul style="list-style-type: none"> The post holder will be required to work across all sites and will be required to travel between the sites in a timely manner 	2	Interview

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK