

Person Specification

Job Title: Ward Manager

Division/Department: Specialist Receiving Unit - Cancer & Associated Specialist Division

Band: 7

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's "We are here for you" behavioural standards		Interview

Training & Qualifications	Current level one NMC registration Degree in health / nursing related Studies Relevant post-basic study relevant to specialty Have a suitable Teaching & Assessing Qualification Possession of a Mentoring Course Able to demonstrate academic learning at level 3 Formal leadership and management training	Continuing professional development/ reflective profile Completion of all local competency packages. Research training/experience	Application Form References Interview Profile
Experience	Significant post registration experience include management/leadership experience Supervision of non-registered staff, preregistration and post basic students Evidence of ability to mentor Ability to manage the clinical area or ward efficiently and effectively Ability to lead change and lead new ways of working	Audit or research within the clinical area Formal teaching of groups of staff Budget management	Application Form Interview Profile
Communication and relationship skills	Able to present and receive complex information within the multi professional team Demonstrate negotiation and influencing skills	Demonstrate evidence of providing formal teaching sessions Demonstration of team working and ability to work within a team Demonstrate leadership for the management of change	Application Form References Interview Profile

	<p>Assertiveness skills and the ability to deal with conflict</p> <p>Team player who can initiate, delegate and complete projects</p> <p>Demonstrate self-awareness and understanding of personal accountability</p> <p>Ability to support colleagues, patients and relatives/cares in distressing circumstances</p>		
Analytical and Judgement skills	<p>Ability to respond to, priorities and analyses complex problems/situations and ensure effective interventions are put in place</p> <p>Ability to generate and present reports and documents</p> <p>Deal effectively with clinical issues within defined procedures/guidelines</p> <p>Demonstrate insight in the use of data to influence patient care and services</p>	<p>Demonstrate a knowledge of current issues related to the NHS strategy and policy</p> <p>Use of clinical benchmarking to influence patient care (Essence of Nursing)</p> <p>Ability in the use of appraisal, personal development review and training needs analysis.</p> <p>Use of the knowledge and skills framework</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Profile</p>

<p>Planning and organisation skills</p>	<p>Can formulate short and long term objectives Demonstrate an ability to prioritise own workload and recognise, prioritise and respond appropriately to urgent and emergency situations Demonstrate the personal development of members within the team</p>	<p>Demonstrate ability to effectively lead a team Demonstrate effective time management skills Demonstrate effective resource management</p>	<p>Application Form References Interview Profile</p>
<p>Physical skills</p>	<p>Physically able to perform the full range of nursing duties Dexterity and accuracy in undertaking clinical skills, use of equipment and documentation Competent and capable of using medical equipment Able to undertake patient manual handling manoeuvres and non-patient manual handling manoeuvres</p>	<p>Evidence of moving and handling training</p>	<p>Application Form References Interview Profile</p>

<p>Other requirements specific to the role (e.g. be able to drive or work shifts)</p>	<p>Flexible and adaptable Enhanced CRB clearance Caring Enthusiastic and well-motivated Confidence Recruitment and selection of staff</p>	<p>Successful implementation and management of a nursing change process Evidence of formal teaching experience Experience of leading a team Attendance at conferences / study days Understanding of the role of advocacy</p>	<p>Successful implementation and management of a nursing change process Evidence of formal teaching experience Experience of leading a team Attendance at conferences / study days Understanding of the role of advocacy</p>
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