

**PERSON SPECIFICATION AND INTERVIEW/ASSESSMENT FORM**

**Job Title:** Head of Nursing

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT	COMMENT/RECORD OF INTERVIEW
<b>Education and Qualifications</b>	<p>First level registration NMC registered graduate in Nursing/Midwifery Graduate in health related subject</p> <p>Masters or higher degree or evidence of working towards</p> <p>Evidence of relevant study and continuing professional development.</p> <p>Significant operational management experience at Lead Nurse/Midwife level or above.</p> <p>Post registration leadership development</p>	<p>Management. / Leadership courses relevant to role.</p>	<p>NMC/HPC</p> <p>Certificates/Portfolio</p> <p>References</p>	
<b>Work Experience</b>	<p>Significant clinical experience at Lead Nurse/Midwife level within a complex organisation.</p> <p>Experienced in a range of clinical settings and models of care</p> <p>Knowledge and understanding of NHS Policy and regulatory policy, demonstrating ability to interpret these and implement changes where appropriate.</p>	<p>Experience of research activities.</p> <p>Involvement with external bodies i.e. contribute to NMC panel assessments, CQC inspections</p> <p>Chair or member of external groups e.g. Safeguarding; professional bodies</p>	<p>Application form</p> <p>Questioning at interview</p> <p>References/Portfolio</p>	

	<p>Experience in managing an operational service including budget management/financial planning and strategic development</p> <p>Experience in developing and presenting business cases, developing new roles and services.</p> <p>Experience of managing complex situations i.e. restructuring, reorganisation of services.</p> <p>On-going recent evidence of leading clinical innovation or leading change within clinical practice.</p> <p>Evidence of working with agencies and voluntary groups re consultation around provision of services, service developments</p> <p>Experience of reviewing skill mix and introduction of new roles.</p>			
<b>Training and Knowledge</b>	<p>Evidence of experience in management of change.</p> <p>Evidence of collaborative working and learning.</p> <p>Evidence of experience of clinical governance</p> <p>Knowledge of clinical audit</p>	<p>Evidence of leading major organisational change</p> <p>Evidence of leading governance /clinical effectiveness agenda in complex service</p>	Questioning at Interview	

<b>Skills</b>	<p>Evidence of strong leadership skills. Strategic thinking</p> <p>Ability to make decisions in a pressured environment.</p> <p>Analytical skills, able to analyse complex data/charts.</p> <p>Excellent interpersonal skills and experience in interdisciplinary working/communication.</p> <p>Ability to produce reports, action plans, both written and verbal.</p> <p>Ability to speak/present in external forums</p> <p>Ability to work at a strategic level representing the trust to external stakeholders</p> <p>Politically astute</p>	Evidence of unique contribution to Trust or external roles	Questioning at Interview	
<b>Personal Attributes</b>	<p>Enthusiasm</p> <p>Highly developed interpersonal skills. Confident &amp; articulate</p> <p>Demonstrates and role models Trust values and behaviours</p>		Questioning at Interview  references	