

## Person Specification

**Post:** Ward Manager

Attributes	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>	<p>Nursing Degree</p> <p>Managing/leadership qualification or working towards one</p> <p>Evidence of at least five days study over the past two years.</p> <p>Teaching qualification (ENB 998 or equivalent)</p>	<p>Nurse prescriber</p> <p>ALERT trained.</p>	<p>Application Form &amp; Interview</p>
<b>Knowledge</b>	<p>Quality and clinical governance</p> <p>Management of change, research, audit, quality and accountability.</p> <p>Current professional nursing issues.</p> <p>To have worked recently within a surgical setting.</p> <p>Knowledge of audit.</p>	<p>Health promotion</p> <p>Budgetary management</p>	<p>Application Form Interview &amp; Presentation</p>

<p><b>Leadership and management</b></p>	<p>Leadership and management skills</p> <p>Proven organisational and time management skills.</p> <p>Proven teaching skills</p> <p>Excellent verbal communication skills with patients, relatives and other members of the multidisciplinary team alike i.e. Clear and concise Speech, Polite and has an ability to demonstrate empathy and understanding to others.</p> <p>Ability to demonstrate effective non-verbal communication skills i.e. effective listening skills, positive body language.</p> <p>Ability to demonstrate an excellent standard of written communication skills/ literate</p> <p>Effective teaching/ Supervisory skills</p> <p>Able to demonstrate a positive and caring attitude to all patients, relatives and members of staff in a calm and professional manner.</p> <p>Ability to demonstrate excellent standard of Record Keeping in line with the NMC Standards of Record Keeping Document.</p> <p>Able to demonstrate the ability to cope under pressure.</p>		
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<b>Experience</b>	<p>Minimum of 5 years nursing with at least 3 in a surgical setting</p> <p>Be able to demonstrate essential management skills</p> <p>Working as part of the multi disciplinary team (MDT)</p>		Application Form & Interview
<b>Skills and abilities</b>	<p>Ability to innovate and manage change</p> <p>Teaching skills</p> <p>Excellent verbal and written skills</p> <p>IT literate</p> <p>Leadership and team building skills</p> <p>Ability to use initiative and to challenge</p> <p>Able to undertake expanded role of the nurse</p>		
<b>Work related circumstances</b>	<p>Able to work flexibly to meet service needs</p> <p>Able to take 24 hour responsibility</p>		Application Form & Interview
<b>Physical</b>	<p>Presentable</p> <p>Good general health and signed fit to perform tasks as per the Job Description</p>		<p>Interview</p> <p>Occupational Health</p>