

## PERSON SPECIFICATION

**AfC No: N0981**

**Post Title: Lead AHP Support Worker**

**GROUP or DIRECTORATE/Department: Corporate Nursing**

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<p><b>Experience</b></p> <p><b>Specify the relevant experience required to be competent in role.</b></p> <p><i>Eg: No experience necessary Under 12 months required Over 2 years experience required</i></p>	<ul style="list-style-type: none"> <li>• Extensive NHS experience in clinical areas of relevance to post</li> <li>• Significant clinical experience at senior support worker level managing other team members</li> <li>• Management/leadership experience</li> <li>• Evidence of leading small scale change and/or contribution to large scale redesign programmes</li> <li>• CPD portfolio demonstrating previous and ongoing attendance at</li> <li>• recent postgraduate training and development relevant to role</li> <li>• Evidence of attendance at and delivery of in-service training</li> <li>• Involvement in student education training</li> <li>• Able pass on skills and knowledge and act as a role model</li> <li>• Experience of using a number of computer software systems</li> <li>• Evidence of exposure to national support worker forums and</li> <li>• Agendas</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>• Other responsibilities eg Health and Safety representative</li> </ul>	AF
<p><b>Qualifications</b></p> <p><b>Specify the qualifications required to be competent in role:</b></p> <p><i>Eg: Professional, Management, Training, Vocational</i></p> <p><i>Have or be willing to complete the A1 &amp; A2 Assessor award.</i></p>	<ul style="list-style-type: none"> <li>• Expertise within specialism, underpinned by theory and practical experience</li> <li>• Knowledge of specific area, acquired through diploma or equivalent experience to training, plus further management knowledge or experience to degree level equivalent</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>• Membership of associate members special interest group</li> </ul>	AF
<p><b>Personal Qualities</b></p> <p><i>Eg: Able to work as part of a team Use initiative, Be creative – innovation skills.</i></p>	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a multi-disciplinary team</li> <li>• Excellent inter personal skills</li> <li>• Presentation skills</li> <li>• Ability to inspire and engage others</li> <li>• Committed to personal and team development</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>•</li> </ul>	

	<ul style="list-style-type: none"> <li>• Enthusiasm, drive and motivation</li> <li>• Confidence</li> <li>• Excellent communication skills</li> </ul>			
<p><b>Management / Supervision / Coordination skills</b></p> <p><b>Specify the level/type of skills required:</b></p> <p><i>Eg: Able to co-ordinate work flows, determine staff rota's.</i></p> <p><i>Able to supervise the work performance and attendance of a team. Sickness absence return to work interviews, may assist on interview panels.</i></p> <p><i>Be able to manage all aspects of work including: identifying training needs, carrying out appraisals, full management of sickness absence; conduct; and capability cases of a department.</i></p>	<ul style="list-style-type: none"> <li>• Able to work across professional and organisational boundaries</li> <li>• Versatility and adaptability</li> <li>• Good time management</li> </ul>	AF/I	•	

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<p><b>Written skills</b></p> <p><b>Specify the level of written skills, requiring the use of English, routinely required by the post-holder</b></p> <p>Eg: Able to follow basic written instructions.</p> <p><i>Proficient in reading and writing, routine note taking.</i></p> <p><i>Able to comment on complex documents such as policies/reports.</i></p> <p><i>Be able to write complex reports and formulate policies.</i></p>	•		•	
<p><b>Communication/Verbal skills</b></p> <p><b>Specify the extent and frequency the post holder will be required to use a range of communication skills.</b></p> <p>Eg: <i>Able to speak and understand basic English.</i></p> <p><i>Able to speak, receive and issue instructions in English without risk of misunderstanding</i></p> <p><b>Specify the main type(s) of communication the post holder will be required to use.</b></p> <p>Eg: <i>Face to face contact, Telephone contact, E-mail, Internal and external meetings</i></p>	•		•	
<p><b>Responsibility for financial and physical resources</b></p> <p><b>Specify the extent to which the post holder has responsibility for financial resources and physical assets.</b></p> <p>Eg: <i>Able to manage a non-pay budget, pay budget or manage income generation targets (indicate - size and complexity)</i></p>	•		•	
<p><b>Knowledge</b></p> <p><b>Specify any specialist knowledge the post holder will be required to hold</b></p>	•		•	

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<p><b>Physical skills</b></p> <p><b>Specify the extent and frequency the post holder will be required to use physical skills.</b></p> <p><i>Eg: Have a typing speed of 120 words per minute Able to record blood tests results accurately Able to quickly and carefully pass surgical instruments to surgeons Able to safely manipulate patient joints Able to safely carry out manual handling of patients. (Please specify the range of weights and duration/frequency of manual handling undertaken)</i></p>	<ul style="list-style-type: none"> <li>• Ability to travel and work in multiple locations across the Trust</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Mental Effort</b></p> <p><b>Specify the extent the post holder will be required to concentrate for prolonged periods and cope with regular interruptions.</b></p> <p><i>Eg: Able to deal with frequent telephone enquires Able to accurately analyse high volumes of slides Able to research complex information</i></p>	<ul style="list-style-type: none"> <li>• Able to work across professional and organisational boundaries</li> <li>• Versatility and adaptability</li> <li>• Good time management</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Working Conditions</b></p> <p><b>Specify the extent / frequency the post holder will be required to work in challenging working conditions.</b></p> <p><i>Eg: Able to work in an environment with unpleasant smells, or noisy/dusty/hot environment.  Post at risk of coming into contact with body fluids and/or of being exposed to physical / verbal aggression.</i></p>	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Emotional Effort</b></p> <p><b>Specify the nature, frequency and duration the post holder will be required to deal with distressing or emotionally demanding duties.</b></p> <p><i>Eg: Able to take responsibility for imparting bad news to staff, patients or relatives in a sensitive manner.</i></p>	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	



## **Notes on completion**

Please complete only the criteria that are relevant to the post otherwise leave blank.

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested: AF - Application Form  
I - Interview  
P - Presentation  
T - Test

If you have any queries please contact your Group/Directorate Human Resources Manager