

## HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

### PERSON SPECIFICATION

Job Title: Team Manager Older People Community

Department: Older People Community

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE, TRAINING AND EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• First degree or equivalent experience</li> <li>• Professional qualification to Diploma level in relevant area of health or social care</li> <li>• Management Training</li> <li>• Project Management experience</li> </ul>	  √  √  √	    √
<b>AREAS OF EXPERIENCE AND KNOWLEDGE:</b> <ul style="list-style-type: none"> <li>• Minimum of 2 years middle management experience within health or social care setting</li> <li>• Proven track level of achieving objectives</li> <li>• Experience of leading and delivering programmes of change within the public sector</li> <li>• Experience of budgetary management</li> <li>• Experience in the field of Functional MH/Dementia for people in later life</li> <li>• Good organisation skill</li> </ul>	  √  √  √  √  √	     √

<ul style="list-style-type: none"> <li>• Proven record of pro-active performance management</li> </ul>	√	
<b>COMMUNICATION SKILLS</b> <ul style="list-style-type: none"> <li>• Excellent communications skills, written and oral</li> <li>• Ability to build successful teams</li> <li>• Able to work collaboratively with partner organisations</li> <li>• Ability to influence and motivate staff to deliver challenging targets</li> <li>• Ability to present complex data</li> <li>• Proven negotiating skills</li> <li>• Ability to manage conflict</li> <li>• Ability to promote and market services</li> </ul>	√ √ √ √ √ √ √ √	
<b>ANALYTICAL SKILLS</b> <ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Excellent problem solving skills using team when appropriate</li> <li>• Critically analyse financial and clinical data sets</li> <li>• Business focused</li> <li>• Sensitive to clinical and political demands</li> <li>• Innovative thinker with the ability to cut through barriers to change</li> </ul>	√ √ √ √ √ √	
<b>DIVERSITY</b> <ul style="list-style-type: none"> <li>• Positive approach to delivering services which recognise and promote diversity for staff and service users.</li> </ul>	√	
<b>PHYSICAL SKILLS</b> <ul style="list-style-type: none"> <li>• computer skills for entering clinical notes on electronic patient record</li> <li>• ability to manipulate spreadsheets</li> <li>• driving, driver.</li> </ul> <p><i>* Car driver essential, or access to a car (unless you have a disability as defined</i></p>	√ √ √	

<i>by the Equality Act 2010 which prevents you from driving).</i>		
<b>PHYSICAL EFFORT</b> <ul style="list-style-type: none"> <li>IT skills to manage and report on performance management information systems</li> </ul>	√	
<b>MENTAL EFFORT</b> <ul style="list-style-type: none"> <li>Regular requirement for concentration, frequency and consequences of interruptions.</li> <li>Communication with service users with cognitive impairment.</li> </ul>	√ √	
<b>EMOTIONAL EFFORT</b> <ul style="list-style-type: none"> <li>Regular requirement to deal with distressing or emotionally charged situations.</li> </ul>	√	
<b>GENERAL</b> <ul style="list-style-type: none"> <li>Able to participate in on-call rota</li> </ul>	√	

**NB: ALL INDICATORS SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW**



**Our values**  
Welcoming Kind Positive Respectful Professional

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