

R&S3: Employee Specification Template

Employee Specification / Selection Assessment Form

JOB TITLE:	Mental Health Legislation Clinical Adviser
BAND:	7
POST REFERENCE NO:	

This first section is used to define your criteria – this will be shared with all candidates as part of the recruitment process. All criteria should be job related and be able to be assessed through the selection process.

RATING SYSTEM

All criteria will be assessed against the following rating system:

- 0 – No evidence
- 1 – Some, but insufficient evidence
- 2 – Sufficient evidence
- 3 – Evidence exceeded

A weighting will be applied (x2 for essential criteria; x1 for desirable).

For all essential criteria a score of less than 2 means that the candidate is not appointable.

SHORT LISTING CRITERIA

These should be criteria that can be assessed using the application form. It is best to use only essential criteria for short-listing purposes. If other pre-interview/selection tools are being used e.g. Talent Screener please include these in the relevant section.

INTERVIEW/SELECTION PROCESS CRITERIA

These should be criteria that can be assessed following shortlisting and any pre-interview/selection tools. You may wish to use additional selection methods and if you do, please indicate this against the relevant criteria

CRITERIA		ESSENTIAL / DESIRABLE?	RATING MEASURE	ASSESSMENT STAGE AND METHOD
1	Educated to post degree level in a relevant subject or equivalent level of experience of working at a similar level in a specialist area.	ESSENTIAL	0 = No evidence of qualification 1 = Working towards qualification 2 = Evidence of Required Qualification 3 = Evidence of Required Qualification plus further relevant qualifications	Short Listing Application Form
2	Qualified Best Interests Assessor (BIA) or Approved Mental Health Professional (AMHP) certificate and willingness to complete / convert to Approved Mental Capacity Professional (AMCP) role.	ESSENTIAL	0 = No evidence of further qualification or training 1 = Evidence of further training in areas related but not directly relevant 2 = Evidence of training or qualification in relevant area 3 = Evidence of achievement of further qualifications in relevant area	Short Listing Application Form
3	Excellent communication and interpersonal skills, able to communicate in a manner that recognizes difference and ensures that people feel included and their individual communication needs are met.	ESSENTIAL	0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants 1 = Some of the above present but not all 2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made 3 = As above with additional credibility and genuine belief that the candidate was interested	Interview
4	Ability to	ESSENTIAL	0 = No evidence of	Short Listing

	demonstrate understanding to Masters level (or equivalent) the legal and operational framework of the Mental Health Act and Mental Capacity Act.		understanding 1 = Evidence of further training in areas but not directly relevant 2 = Evidence of training or qualification in relevant area 3 = Evidence of achievement of further qualifications in relevant area.	Application Form Interview
5	Experience of providing complex, specialist multidisciplinary training to a wide range of stakeholders.	ESSENTIAL	0 = No experience 1 = Some experience of basic training 2 = Experience of training to a good standard across a range of topics. 3 = Significant experience training a wide range of individuals.	Application Form Interview
6	Significant experience of working collaboratively with clinical, non-clinical, corporate and managerial colleagues at all levels to implement and develop policy	DESIRABLE	0 = No evidence of collaborative working 1 = Some evidence of collaborative working within own team 2 = Evidence of collaborative working across a small group 3 = Significant evidence of collaborative working across a wide range of staff levels.	Application Form Interview
7	Planning and organization – Demonstrates excellent time management and prioritization skills. Ability to manage own workload.	ESSENTIAL	0 = No evidence of planning or organization 1 = Minimal experience of time management and planning 2 = Experience of time management and planning 3 = Proven history of working to deadlines, under pressure, managing own time and organization	Application Form Interview
8	Ability and willingness to demonstrate up to date evidence of		0 = No evidence of CPD 1 = Some evidence of professional or personal development	Application Form Short Listing Interview

	continuing professional and personal development as required.		2 = Evidence of professional and personal development 3 = Significant evidence of professional and personal development.	
9	High level of computer literacy skills – experience of electronic systems including CareDirector .	Desirable	0 = No evidence of understanding 1 = Evidence of basic computer literacy skills 2 = Evidence of significant computer literacy skills 3 = Significant computer literacy skills, demonstrated understanding of CareDirector system	Application Form

Pre Interview/Selection Tests

DETAIL OF TEST	RATING MEASURE
Short Listing Record	

POST REF:		DATE OF SHORT LISTING:	
SHORT LISTING PANEL:			

Essential Criteria

Any individual scores of 1 or 0 result in non-shortlist

CANDIDATE NUMBER	CRITERIA NUMBER							SCORE	WEIGHTING	TOTAL SCORE	SHORTLIST (Y/N)
	1	2									
123456	2	3						5	X 2	10	Y
123457	1	3						4	X 2	8	N

Interview/Selection Assessment Record

POST REF:		DATE OF INTERVIEW:	
INTERVIEW PANEL:			

All panel members will complete an individual notes and scoring sheet – this record should represent the consensus view regarding the assessment of each candidate against the criteria and will represent the panel's assessment of each candidate.

Essential Criteria

Any individual scores of 1 or 0 result in not appointable

CANDIDATE NUMBER	CRITERIA NUMBER								SCORE	WEIGHTING	TOTAL SCORE	APPOINTABLE (Y/N)
	3	4	5	6	7	8	9	10				
123456	2	3	2	2	2	2	3	2	18	X2	36	Y
123458	3	3	3	2	2	2	2	2	23	X2	46	Y
123459	3	3	2	2	2	1	2	2	17	X2	34	N

Desirable Criteria

CANDIDATE NUMBER	CRITERIA NUMBER								TOTAL SCORE
	11	12	13	14					
123456	0	1	0	0					1
123458	2	2	2	1					7
123459	0	0	2	1					3

Candidate Assessment

(ONLY INCLUDE THOSE CANDIDATES WHO ARE ASSESSED AS APPOINTABLE BASED ON THE ESSENTIAL CRITERIA)

CANDIDATE NUMBER	ESSENTIAL SCORE	DESIRABLE SCORE	TOTAL SCORE
123456	36	1	37
123458	46	7	53

APPOINTED CANDIDATE = _____

Appointing Officer

Signature Date