

## Person Specification (and Shortlisting Form)

<b>Department:</b> Combined Community and Acute Care Group  <b>Drawn up by:</b>	<b>Job Title:</b> Consultant Allied Health Professional  <b>Band 8B</b>	<b>Permanent</b>  <b>Fixed Term Bank</b>	<table border="1" style="width: 100%; height: 40px;"> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="width: 20px; height: 15px;"></td></tr> </table>					<b>Weekly Hours:</b>  37.5

**KEY**    **Source of Evidence**                      **A** - Application                      **I** - Interview                      **S** - Skills assessment

Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/ immediate performance in the job	Source of Evidence
<b>Qualifications</b> (General education/ further and professional)	<ul style="list-style-type: none"> <li>Professional graduate qualification in Occupational Therapy/Physiotherapy approved by the HCPC</li> <li>Extensive evidence of a commitment to Continuing Professional Development.</li> <li>Masters degree or equivalent level relevant to management or therapy specialty and/or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Project management skills and knowledge</li> </ul>	A
<b>Experience</b> (Previous/current work or any other relevant experience)	<ul style="list-style-type: none"> <li>Significant experience as a registered therapist using advanced clinical reasoning skills.</li> <li>Extensive experience working at a specialist level in oncology/rehabilitation</li> <li>Significant experience teaching and presenting to others</li> <li>Experience of setting up and delivering a service</li> <li>Significant experience of line management and leadership of senior therapy staff including performance management. And service development</li> <li>Experience of supervising &amp; developing other staff &amp; students</li> <li>Experience in contributing to service improvements, innovation and development of Services</li> <li>Experience leading &amp; managing change.</li> <li>Experience of multi-professional team-working &amp; working with multiple stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Experience delivering therapy via groups in a community or acute setting</li> <li>Experience working in a research environment with associated achievement of outputs and delivery</li> </ul>	A

	<ul style="list-style-type: none"> <li>• Significant Evidence of participation in research, audit &amp; service evaluation.</li> <li>• Experience in policy/strategy &amp; service development.</li> <li>• Experience in the assessment and management of clinical risk</li> <li>• Experience and evidence of understanding/application of Clinical and Corporate governance</li> <li>• Involvement in business planning and the development of strategy.</li> </ul>		
<b>Further Training</b> (Specialist/ Management previous job training)	<ul style="list-style-type: none"> <li>• Evidence of continuous personal &amp; professional development</li> <li>• Management and leadership development training</li> <li>• Research, Clinical Audit or Service Evaluation</li> <li>• Evidence of Relevant post-grad training in oncology/rehabilitation</li> <li>• Evidence-based practice.</li> </ul>		A I
<b>Special Skills/  Aptitudes</b> (Verbal, numerical, mechanical)	<ul style="list-style-type: none"> <li>• Excellent Group working skills and the ability to work collaboratively, sustaining positive working relationships with internal and external colleagues.</li> <li>• Ability to develop and manage relationships with a variety of stakeholders</li> <li>• Excellent interpersonal and leadership skills</li> <li>• Ability to influence and facilitate collaboration between stakeholders</li> <li>• Excellent organisational skills, ability to act on own initiative, to prioritise work and manage multiple tasks for self and others.</li> <li>• Excellent communication skills including; Able to communicate sensitive &amp; complex information to a variety of audiences, able to present information, written &amp; orally, to the highest level , able to modify communication and overcome communication barriers .</li> <li>• Ability to analyse complex problems, formulate solutions and implement sustainable change.</li> <li>• Confident in working with a wide range of senior professionals.</li> <li>• Able to deliver effective training and presentations</li> <li>• Able to work independently and</li> </ul>		A I

	flexibly <ul style="list-style-type: none"> <li>• Able to work in conditions that may be demanding and unpredictable</li> <li>• Able to maintain confidentiality.</li> <li>• IT Literate.</li> <li>• Calm under pressure.</li> <li>• Understanding of stress and ability to help others to cope under pressure.</li> <li>• Demonstration of PROUD values in all areas of working practice.</li> </ul>		
<b>Other Factors</b> (e.g. car driver/owner, Hepatitis B immunity, Criminal Record Disclosure Level )	<ul style="list-style-type: none"> <li>• HCPC Registrant as an Occupational Therapist/Physiotherapist</li> <li>• Professional appearance and behaviour</li> <li>• Confident &amp; assertive</li> <li>• Flexible</li> <li>• Prepared to work at multi-site locations</li> <li>• Reliable</li> <li>• Mature and positive</li> <li>• Proactive</li> <li>• Compassionate and Inclusive in Leadership style</li> <li>• Awareness of the importance of equality, diversity and inclusion across the service provision.</li> </ul>	Awareness of importance of equality, diversity and inclusion across service provision	A I

Signed \_\_\_\_\_ Appointing Officer \_\_\_\_\_ Date \_\_\_\_\_

