

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



LEAD ADMINISTRATOR BAND 6 DETAILS

Department: Operations

Status: Permanent

Location: Tyrwhitt House

Hours: 9-4.30 Monday to Friday with some flexibility to do shifts as necessary.

Band: 7

Reporting to: Deputy Head of Operations

Line managing: Senior Nurses

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	Registered Mental Health Nurse Significant evidence of ongoing professional development	Leadership or management qualification
Previous Experience	Substantial post registration experience with at least 5 years' experience in adult mental health in a residential setting. Experience of engaging with the CQC, commissioners and other external stakeholders. Experience of operational management and making decisions autonomously. Experience of working in and managing a team. Experience of managing and supporting staff through HR processes. Proven experience in managing service change while also developing and maintaining high standards of quality	Previous experience of working with veterans. Previous experience of substance misuse. Previous experience of working with families. Experience of holding budgetary responsibility. Working knowledge of Carenotes and Datix.

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<p>Skills & Knowledge Range and level of skills</p>	<p>Demonstrate excellent interpersonal and influencing skills and able to communicate clearly with all stakeholders. Ability to gather and interpret complex information effectively. Excellent knowledge of safeguarding. Excellent knowledge of risk assessments. Ability to prioritise and plan to meet objectives and deliver work, projects, and change. Practical knowledge of change management Ability to enthuse, motivate and involve individuals and understand performance expectations Ability to foster a culture of openness and transparency. Ability to engage and influence staff at all levels Ability to coach/mentor others Advanced IT skills</p>	
<p>Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving</p>	<p>Ability to prioritise effectively and manage deadlines Ability to work on own initiative and as part of a team A facilitative and inclusive approach to management.</p>	
<p>Other Requirements</p>	<p>Able to travel if required and to work flexibly including evenings and weekends when necessary. Participate in an on-call rota. Satisfactory DBS check.</p>	

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