

**PERSON SPECIFICATION  
(& SHORTLISTING FORM)**

**Job Title:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**WEIGHTING**

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

**SHORTLISTING CRITERIA – using Application Form and accompanying information**

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria, although falls short on minor aspects
- 1 point = partially meets criteria, but falls short on key aspects
- 0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)	
<b>Values:-</b>  <b>Collaborate</b>	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios	
	 <b>Aspire</b>	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.		3
	 <b>Respect</b>	Treats all with compassion and kindness. Ensures everyone feels valued.		3
		Consults others and listens to their views/opinions. Enables others to take the initiative		3

**OUTSTANDING CARE**

**HEALTHY COMMUNITIES**

**AND A GREAT PLACE TO WORK**

 <b>Enable</b>			
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b> eg Education, professional qualifications	<ul style="list-style-type: none"> <li>• RNchild /RN or equivalent</li> <li>• Neonatal intensive care and high dependency course or equivalent.</li> <li>• Assessor and supervisor training or equivalent</li> <li>• 1<sup>st</sup> Line Management qualification</li> <li>• Evidence of continuous learning / development</li> <li>• Safeguarding Training level 3</li> </ul>	3  3  3  3  2  2  3	Application form / Interview
<b>EXPERIENCE</b> eg Breadth of occupational experience	<ul style="list-style-type: none"> <li>• Significant and relevant experience within a neonatal unit at band 6</li> <li>• Possess extended neonatal intensive care skills.</li> <li>• Evidence of continuous professional development / post graduate ability</li> </ul>	3  3  3	Application form / Interview

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<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b> eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	<ul style="list-style-type: none"> <li>• Able to role model &amp; mentor. 3</li> <li>• Able to provide a stimulating learning environment. 3</li> <li>• Able to motivate and lead a team. 3</li> <li>• Able to prioritise and organise own workload. 3</li> <li>• Experience of conducting appraisals. 3</li> <li>• Able to utilise resources appropriately 3</li> <li>• Up to date knowledge of current nursing practice with neonates. 3</li> <li>• Ability to communicate effectively within the multi disciplinary team &amp; with parents 3</li> <li>• IT literate 3</li> <li>• Evidence of change management skills. 3</li> </ul>		Application form / Interview
<b>SPECIAL CIRCUMSTANCES</b> eg Ability to travel to other sites. Ability to work internal rotation	<ul style="list-style-type: none"> <li>• Ability to participate fully in 24/7 rota. 3</li> </ul>		Application form / Interview

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