

APEX

Personnel Specification

POSITION: Deputy Manager

LOCATION: Mental Health Schemes

DATE COMPLETED: April 2025

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	Minimum of one and a half years post qualifying experience as a registered mental health nurse Current NMC registration	Level 4 Leadership in Health and Social Care
RELEVANT EXPERIENCE	Have a minimum of three years experience in a mental health setting.	Community/Domiciliary experience. Experience of Managing staff. Experience in administrative duties including finance.
SPECIALIST KNOWLEDGE/ TRAINING	Knowledge on issues/challenges associated with mental health clients IT Literacy	Knowledge of Domiciliary care standards and legislation.
PERSONAL SKILLS <u>Communication</u> <u>Leadership</u>	Ability to: Communicate effectively and establish and maintain good working relationships with the multidisciplinary team, tenants, visitors, colleagues, relatives, other departments and all levels of management. Effectively supervise a team of staff . Use personal initiative. Manage personal/professional boundaries. Ability to motivate	

