

## 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 Communication	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	

Administration	Delegate effectively Read and understand written work, write clear and accurate reports/records. Complete all relevant Legislative documentation as per Apex policy and procedure and statutory and regulatory bodies.	
<u>Initiative</u>	Prioritise workload Recognise change and respond to it.	
<u>Confidentiality</u>	Maintain confidentiality.	
<u>Empathy</u>	Respect the unique working environment (tenants` home). Display empathy with tenants.	
DISPOSITION	Attitude which values vulnerable adults as a whole person of equal value to anyone else, with the same right to be treated with respect. Ability to work as a part of a team and support staff as necessary. Willingness to accept instructions/direction. Committed to engaging in opportunities for professional development and learning	
CIRCUMSTANCES	Flexible re hours required to work. Willing to participate in an on call rota.	Mobile with full time access to car.

Completed application forms must be returned to Personnel and Training Department Apex Housing, 10 Butcher Street, L'Derry, BT48 6HL