

Person Specification & Scoring Sheet

Job Title	Head of Legal Services	Band	8b
Candidate			

	Essential Criteria	Desirable Criteria	Score
Qualifications	<p>Educated to Degree or equivalent level</p> <p>Recent experience working in a senior management post</p> <p>Further relevant specialist postgraduate qualification (eg LLM in medical law) or equivalent experience or currently working as a health care claims handler / advisor</p>	<p>Qualified solicitor or Barrister with a practising certificate</p> <p>Knowledge of Windows based computer packages & Datix claims handling system</p> <p>Understanding of health care regulations as enforced by CQC, Monitor, DoH, MHRA and all other relevant regulatory bodies</p>	
Experience	<p>Excellent interpersonal skills including sensitivity to the needs of patients, staff of all disciplines and grades and other organisations</p> <p>Experience of building successful relationships with other senior managers as well as members of external organisations</p> <p>Strong and effective leadership skills</p> <p>Able to confidently represent the Trust in legal forums and discussions</p> <p>Ability to represent the Trust at court hearings and coroner's inquests</p> <p>Calm and understanding under pressure</p> <p>Clear written style explaining complex issues to professional and lay audiences</p> <p>Flexible and able to adapt</p>		

	<p>Time management, ability to meet deadlines</p> <p>Able to work independently and within a team</p> <p>Ability to solve problems, take responsibility and think independently</p>		
Skills	<p>Specialist legal skills</p> <p>Highly developed investigative, interpretive and analytical skills</p> <p>Sound judgment and intellectual ability</p> <p>Practical / common sense approach.</p> <p>Flexible and adaptable</p> <p>Experience of working in a supervisory role</p> <p>Ability to solve problems, take responsibility and think independently</p> <p>Ability to work to deadlines and prioritise own work and that of others</p> <p>Ability to decide when external resources are required</p>		
Knowledge	<p>In depth knowledge and good understanding of NHSLA claims handling procedures.</p> <p>Detailed knowledge of medical law and other aspects of law as may relate to and arise from healthcare.</p> <p>Preparation and drafting of formal and complex documents</p> <p>Handling cases through Coroners Inquests</p> <p>Experience in the field of clinical negligence</p>		

	<p>Recent employment in a managerial position in the acute sector of the NHS</p> <p>Good IT skills and experience in the use of databases</p> <p>Teaching and training experience</p> <p>Experience of successfully leading, motivating and developing others</p> <p>Ability to demonstrate the effective management of change within an organisation</p>		
<p>Additional</p>	<p>A good communicator (and able to make presentations as and when required)</p> <p>Strategic vision to develop and change services to make them fit for purpose in a changing/demanding environment</p> <p>Organised, self-motivated, resourceful and self-disciplined</p> <p>Flexible, adaptable and willing to work outside normal working hours on occasions to meet the needs of the service</p> <p>Able to work autonomously as well as within a team.</p> <p>Willingness and ability to work co-operatively and supportively with other staff members to develop positive and open working relationships</p> <p>Ability to network effectively both internally and externally for the development of the organisation</p> <p>Ability to maintain dignity, honesty and integrity during challenging situations.</p> <p>Staff management skills.</p> <p>Ability to design and deliver training</p>		

	<p>resources and programmes.</p> <p>Ability to effectively manage staff resources</p> <p>Ability to cope with unpredictable workload and to prioritise when required</p> <p>Ability to work to a high standard, under pressure and to tight deadlines.</p> <p>To demonstrate a good commercial awareness</p> <p>Committed to on-going professional development and learning</p>		
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Total Score:	
Out of total possible score:	

Comments	<p>Please record here any pertinent comments following interview, particularly details of how the candidate meets, or fails to meet, the requirements of the person specification;</p>
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<p>Scoring Key:</p> <ol style="list-style-type: none"> 1. Showed multiple clear evidence of a likely lack of competence in relation to the essential criteria 2. Showed sufficient negative evidence to be judged lacking in ability in relation to the essential criteria 3. Showed more positive than negative evidence of meeting the essential criteria 4. Showed clear evidence of meeting the required criteria and some of those in the desirable criteria 5. Showed multiple clear evidence of meeting all of the essential and desirable criteria 		
Signature:		Date:
Print name:		Position: