



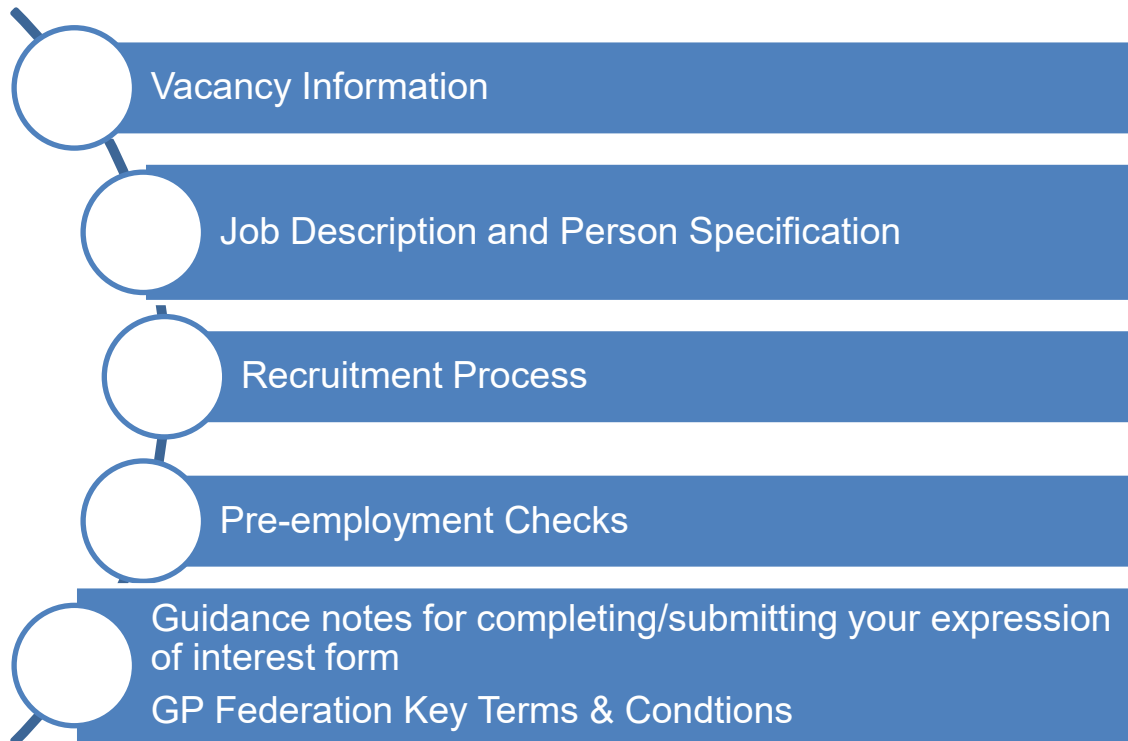
# **APPLICANT INFORMATION PACK**

## **Assistant Primary Care Mental Health Manager**

*JOB REF: MHM/2025/40*



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## Vacancy Information

The West Belfast GP Federation wish to appoint an **Assistant Primary Care Mental Health Manager**.

Please see the personnel specification within this pack for essential criteria.

**Salary: £53,755 - £60,504 per annum (pro rata)**

Hours	Anticipated Duration
22.5 hours per week	Permanent

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Assistant Primary Care Mental Health Manager – Multidisciplinary Team (MDT) in Primary Care (GP Practice)
<b>REPORTS TO:</b>	Primary Care Mental Health Service Manager
<b>ACCOUNTABLE TO:</b>	GP Lead for Primary Care Mental Health
<b>PROFESSIONALLY RESPONSIBLE TO:</b>	Identified professional supervisor (Social work, Nursing, Occupational Therapy, and Psychology)
<b>LOCATION:</b>	Designated GP Practice(s) in Federation area

### **ROLE PURPOSE**

The post holder will be responsible through the Primary Care Mental Health Service Manager (Manager) for the development and delivery of high quality safe and effective care for patients registered with the Federation of Family Practices West Belfast.

He/she will work with the Manager in the planning and delivery of these services, ensuring effective multidisciplinary working and the most efficient use of resources. He/she will be responsible to the Manager for the leadership and operational management within the Federation. He/she will be responsible to the Manager for ensuring the achievement of agreed performance targets and service improvement initiatives for mental health within Primary Care.

The post holder shall co-ordinate activities with other disciplines within the Primary Care MDT as necessary and in conjunction with agreed Federation policies.

He/she will be responsible for ensuring high standards of patient safety and clinical and social care governance.

He/she will deputise for the Manager as required.

### **MAIN RESPONSIBILITIES**

#### **Service Delivery**

- To be managerially accountable and clinically responsible for a team of senior mental health practitioners based in general practice.

- To ensure that appropriate systems, policies, procedures, governance and management arrangements are in place in the GP based mental health service.
- To provide advisory, educational and consultative service to members of the primary care team including GPs, primary care nursing, social work, physiotherapy staff and other health care staff and patients.

## **Setting Direction**

- To promote and develop the role of primary mental health in community development.
- To promote and develop the concept of primary care multidisciplinary teams.
- To deputise as appropriate for the Manager in regional primary mental health care networks and other for as and when required.
- To provide written reports to the GP Federation and the Department of Health on progress against strategic targets relating to the development of the MDTs in primary care.
- To produce evaluation reports to the GP Federation relating to mental health in primary care on a regular basis and contribute to the overall evaluation of the service across the region.
- To contribute to the development of local and regional policies relevant to Primary Care MDTs.
- To contribute to the development of the GP based mental health team within the Federation.
- To participate in multidisciplinary/multiagency service development activity, practice development and service improvement projects.
- To maintain communication systems with a wide range of service users, staff and providers within both the statutory services (HSC Trusts) and the community and voluntary sector.
- To contribute to the review of the service on an ongoing basis and proactively lead and manage change within the team.
- To promote and develop a culture that improves quality and drives improvements within the GP based mental health service.

## **Staff Management**

- To provide line management to Senior Mental Health Practitioners working in the GP based Mental Health Team, including the development and monitoring of performance targets, career development, recruitment, promoting good working relations, work evaluation, leadership and people management
- To be clinically accountable for the safe delivery of the mental health service within the GP practice.
- To provide specialist knowledge and expertise in the field of mental health to both team members and the wider multidisciplinary team including GPs.
- To provide regular supervision and support to the Senior Mental Health Practitioners.
- To participate in the recruitment and selection of staff within the mental health team.
- To contribute to the planning and delivery of training to upskill current practice staff and the new multi-disciplinary team staff members.
- To initiate and develop staff induction and training as required.
- To identify any new clinical risk(s) within the workload of the Senior Mental Health Practitioners and escalate to the Manager.

## **Information management**

- To analyse and act as appropriate on mental health information and statistics gathered across all the GP practices within the Federation.
- To support the data analyst to establish accurate clinical coding for common mental health conditions.
- To undertake a review of consultation rates to identify patients most at risk.
- To ensure audits and evaluations are undertaken to determine compliance with practice standards.
- To participate in research including the evaluation of services and undertake projects when required.
- To ensure information in respect of staff leave, training, supervision and professional supervision is recorded using the Human Resource database.

## **Strategic and Resource Development**

- To scope and identify innovative plans to recruit the future workforce.
- To scope the potential economies of scale and required professional mix to deliver services at Federation level.

## **Collaborative Working**

- To coordinate communications relating to the mental health service in primary care, working in a highly sensitive environment and communicating complex messages both internally and externally.
- To assist in the development of good working relationships within the GP practice and with external stakeholders including HSC Trust management, psychiatrists, mental health colleagues, community and voluntary sectors.
- To work in partnership with GP Federation based social work, nurse and physiotherapy managers to identify and address the physical and social determinants of mental health.
- To work in co-production with service users, the local community and other stakeholders to support and grow the delivery of education, use of patient self-assessment and self-management tools.
- To work in co-production with service users, carers and local communities and involve them in the planning and delivery of services.
- To assist in the development of partnerships and effective working relationships, with partners in the statutory sector and in community-based services.
- To develop partnerships and effective working relationships between GP mental health teams and local Trust mental health services.
- To develop partnerships and effective working relationships with other professional leaders and managers working in primary care.

## **Professional Responsibilities (Social Work, Nursing, Occupational Therapy or Psychology)**

- To be professionally and legally responsible and accountable for all aspects of professional practice including the management of patients in their care.
- To maintain professional registration.
- To ensure personal accountability in accordance with their own professional Code of Practice.

- To attend the relevant professional forums as part of Continuous Professional Development.
- To support and supervise students on placement if appropriate.
- To participate in identifying and addressing own development needs through the Supervision Process.
- To work within Health and Social Care (HSC) and Primary Care clinical protocols, procedures and guidelines and Professional Standards set by the HCPC and RCOT / NMC / NISSC other professional bodies.
- To have an excellent working knowledge of national and local standards and monitor own and others' quality of practice as appropriate.
- Provide a high standard of care using safe effective, evidence-based interventions in accordance with current research and professional standards.

## **General Responsibilities**

Employees of the GP Federations and FSU will be required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by the efficient completion of all tasks allocated to them.
- Comply with the No Smoking Policy.
- Carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.
- Adhere to equal opportunities policy throughout the course of their employment, as in Section 75 of the Northern Ireland Act 1998.
- Ensure the on-going confidence of the public in service provision.
- Support the GP Federations and FSU in complying with its obligations under Human Rights legislation.
- Comply with the GP Federation and FSU and relevant professional codes of conduct.

## **Equality**

The GP Federation is an Equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religious belief, political opinion, race, gender, marital status, dependents, age, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement and promote equality of opportunity.

## **Records Management**

All employees of the GP Federation are legally responsible for all records held, created or used as part of their business within the Federation including patient/client, corporate and administrative records whether paper based or electronic and also including emails.

All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998.

Employees are required to be conversant with the Federation's policy and procedures on records management and to seek advice if in doubt.

## **Environmental Cleaning**

The GP Federation recognises the key principle that cleanliness matters. It is everyone's responsibility, not just the cleaners to ensure a hygienically clean environment. Whilst there are staff employed by the Federation who are responsible for cleaning services, all staff employed by the Federation have a responsibility to ensure a clean, comfortable and safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention & Control**

All Staff should co-operate fully with regard to Federation policies and procedures relating to infection prevention and control.

Staff, in delivery of all care must:

- Wash their hands thoroughly between each patient contact.
- Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.
- Be aware of the Federation's Infection Control guidance and the Northern Ireland Regional Infection Control Manual.
- Ensure they obtain mandatory Infection prevention control training or other specific infection control related training as required.

## **User involvement**

Staff members are expected to involve patients, clients and their families in developing, planning and delivering our services in a meaningful and effective way.

## **Location**

Co-location of the members of the MDT within general practice is highly desirable, however, not always practical. Where the estate does not facilitate co-location creative use of alternative accommodation within the federation area may be required.

***This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the post holder works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.***

**Please note that the GP Federations and FSU operate a "No Smoking" Policy and all employees MUST comply with this.**

**We are an Equal Opportunities Employer.**



## PERSONNEL SPECIFICATION

### ASSISTANT PRIMARY CARE MENTAL HEALTH MANAGER

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

#### **Essential Criteria**

**Criteria to be used to shortlist for interview, please note these may also be tested further at interview.**

1. Registered Mental Health Nurse, live on NMC register, or Professional Social Work qualification and registration with the Northern Ireland Social Care Council (NISCC), or Registered Occupational Therapist or a Practitioner Psychologist registered with the HCPC.
2. Have 5 years post qualification experience in Mental Health Services, including a minimum of 2 years' experience at Band 7 or equivalent.

#### **AND**

Experience of leading and managing staff effectively.

3. Demonstrate awareness of the relevant evidence base and policies relating to mental health and their implications for clinical practice.
4. Evidence of relationship building across agency and professional boundaries with senior stakeholders on areas of mutual consideration.
5. The successful candidate must hold a full current driving license (valid in the UK) and have access to a car at the closing date or have \*\* access to a form of transport which will permit the applicant to carry out the duties of the post in full.  
*(\*\* this relates only to any person who has declared that they have a disability, which debars them from driving).*

#### **Desirable Criteria**

1. Experience of working in a Primary Care/Community Care setting

## Other

Candidates who are shortlisted for interview will need to demonstrate at interview that they have a good understanding of the required competencies to be effective in this demanding leadership role. The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at

<http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model>.

Particular

attention will be given to the following dimensions.

### Competencies:

1. Inspiring Shared Purpose
2. Leading With Care
3. Connecting Our Service
4. Sharing The Vision
5. Engaging The Team
6. Holding To Account

### **Applicants please note:**

*Whilst elements of the essential criteria of the Personnel Specification will form the basis for shortlisting, these may become more stringent by introduction of desirable criteria (if stated).*

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

**Appointments may be subject to assessment by an Occupational Health Service.**

## Recruitment Process

Process	Dates
<b>Applications Open</b>	Friday 28 <sup>th</sup> November 2025
<b>Close applications</b>	<b>12 noon Friday 12<sup>th</sup> December 2025</b> Your completed application must be emailed to <a href="mailto:recruitment@easternfsu.co.uk">recruitment@easternfsu.co.uk</a>
<b>Anticipated Interview date</b>	Friday 19 <sup>th</sup> December 2025

### **Reserve / Waiting list.**

A waiting/reserve list for further roles may be compiled.

## Pre-employment checks

The following pre-employment checks will be carried out prior to appointing someone to a post:

### References

All appointments are subject to two satisfactory references being received. One of your references must be from your most recent employer and be provided by a referee in a supervisory/managerial capacity. **References will be requested only after a job offer has been made.**

### Professional Registration/Qualification Checks/Verification of Identity

The Human Resources Team will carry out checks to confirm any professional registration and qualifications which are listed as essential in the Personnel Specification. Proof of qualifications and/or professional registration will be required if an offer of employment is made. If successful, appointees will also be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g. Passport/travel documents.

### Access NI Checks

As part of the Recruitment and Selection process it may be necessary to carry out a Disclosure Check through Access NI before any appointment to this post can be confirmed.

The above checks must be completed before an appointee commences employment.

A criminal record will not necessarily be a bar to obtaining a position.

The GP Federation Support Unit has a policy on the recruitment of ex-offenders and a policy on the secure handling, use, storage, and retention of disclosure information. Both policies are available to all applicants on request. Please contact [recruitment@easternfsu.co.uk](mailto:recruitment@easternfsu.co.uk)

The GP Federation Support Unit adheres to the Access NI Code of Practice, please see:

<https://www.nidirect.gov.uk/publications/accessnicode-practice>

## Application Form

- All sections of the application form must be completed in full.
- Please note shortlisting will be carried out based on the criteria set out in the Personnel Specification, using solely the information you provide on the application form. Therefore, you must ensure that your application form clearly indicates how you meet the criteria stated in the Personnel Specification, as failure to do so may result in your not being shortlisted.
- For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts).
- Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.
- Please note that essential and where relevant, desirable criteria may be used at shortlisting. Applicants should therefore make it clear on their application form whether they meet the desirable criteria, as per the Personnel Specification. Failure to do so may result in you not being shortlisted.

### **Submission of Application Forms:**

Your completed application should be emailed to [recruitment@easternfsu.co.uk](mailto:recruitment@easternfsu.co.uk)

Late applications cannot be accepted.

### **Candidates with a Disability**

GP Federations are committed to ensuring that applicants with a disability have equality of opportunity and are considered solely on their merits. Therefore, if you require any assistance/reasonable adjustments during the recruitment process, please give details on your application form in the relevant section.

If you would like to speak to someone about reasonable adjustments, please contact Angela Emmett, HR Officer by emailing [angela.emmett@easternfsu.co.uk](mailto:angela.emmett@easternfsu.co.uk)

## **GP FEDERATION KEY TERMS AND CONDITIONS**

GP Federations offer a competitive remuneration package and terms and conditions of employment. Our employment practices and policies adhere to all relevant employment legislation and we are committed to promoting diversity and equality of opportunity in employment for our staff. As well as the items listed below, Federations also offer occupational maternity, paternity, and adoption pay, as well as an occupational sick pay scheme.

### **Place of Employment**

The place of employment will be the West Belfast Federation area. The initial work base will be Ballyowen Health Centre, subject to change based on business need.

### **Working Pattern**

Working pattern (distribution of working hours) will be determined by the GP Federation and must meet the business need of the GP Federation.

### **Annual Holidays**

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part time staff). \*Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

\*Please note previous service with HSC/NHS employers will be recognised for determining entitlement.

### **Statutory Holidays**

You will receive the following Statutory (Public) Holidays with pay. Part time staff will receive a pro rata proportion of the bank holiday entitlement regardless of the days on which they are required to work. When the public holiday falls on a Saturday or Sunday; the 'substitute day' is normally the following Monday.

- New Year's Day
- St Patrick's Day
- Easter Monday
- Easter Tuesday
- 1st Monday in May (early May bank Holiday)

- Last Monday in May (Spring Bank Holiday)
- 12th July
- Last Monday in August (Summer Bank Holiday)
- Christmas Day
- Boxing Day

## **Pension**

This post will be pensionable from the date of commencement of employment. GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria.

## **Mileage Claims**

Costs associated with necessary business travel will be reimbursed. Members of staff will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey.

## **Recognition of HSC/NHS Service**

Please note previous service with HSC/NHS employers will be recognised for determining entitlement for both annual leave and occupational sick leave.

## **Reckonable Service for those Returning to HSC Employment from MDTs**

As per the Department of Health Workforce Policy Directive, Reference: HSC (AfC) (2) 2023, where an individual, previously employed within a NHS/HSC employer, has taken up a role in support of the MDT programme with a GP Federation and is returning to HSC employment, Trusts are advised that they should apply the discretion afforded by the NHS Staff Handbook to consider the period of employment by the GP Federation as reckonable for the purpose of sick pay, annual leave, incremental credit, leave for new parents and redundancy pay.

See [doh-hsc-afc-2-23.PDF \(health-ni.gov.uk\)](#)