

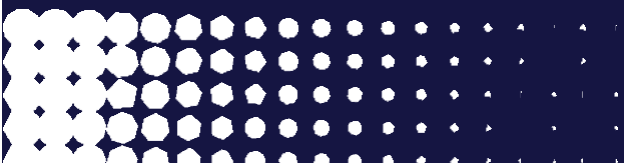
**ARDS & NORTH DOWN
GP FEDERATIONS**




APPLICANT INFORMATION PACK

Primary Care Mental Health Manager- Ards & North Down

JOB REF: MHM/2026/02



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Vacancy Information

Ards & North Down GP Federations wish to appoint a **Primary Care Mental Health Manager**.

Salary: £62,215- £72,293 per annum (pro-rata)

While this is a direct appointment a secondment may be considered initially (subject to employer approval). The role is expected to be reviewed after the first year, with the possibility of increasing hours depending on business need and successful candidate preference.

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

Hours	Anticipated Duration
<ul style="list-style-type: none">26.25 hours per week (0.7 WTE), with potential for future increase to full-time hours	Permanent

JOB DESCRIPTION

Title of Post:	Primary Care Mental Health Manager
Reports to:	Federation Chair
Accountable to:	North Down and Ards GP Federation Board
Location:	Federation wide.

The post holder will be employed by North Down and Ards (NDA) GP Federations and as the MDT model is rolled out across NDA area, the post holder, supported by Mental Health Team Leads, will manage the mental health MDTs across the area.

Background

GP Federations

In 2015/16, GP practices formed not-for-profit companies known as GP Federations. These Federations cover populations of 100,000 people with membership drawn from all of the GP practices in that area. The Strategic Planning and Performance Group (SPPG) currently contracts with GP practices which can then subcontract to another provider. With the establishment of Federations, GP practices now, as a group, sub-contract to their local Federation. It is the GP Federation who will be the employer of the Primary Care Mental Health Manager.

Multidisciplinary team (MDT)

In October 2016, “Health and Wellbeing 2026: Delivering Together” a 10-year plan for transforming health and social care in Northern Ireland was launched by the Department of Health (DoH). This plan was the response to a report produced by an Expert Panel led by Professor Bengoa tasked with considering the best configuration of Health and Social Care Services in Northern Ireland. A key element of this plan was the development of multidisciplinary teams (MDTs) of professionals working alongside GPs as first responders in general practice. These MDTs having been proposed by the DoH are now commissioned through the SPPG and are now working within GP Practices.

The purpose of the MDTs is to deliver the vision set out in “Delivering Together” with an increased emphasis on a holistic model of health and wellbeing which includes physical, mental and social wellbeing with a greater focus on prevention and early intervention. The teams are community facing and use community development approaches.

The main role and function of the multidisciplinary teams (MDTs) is to provide a first contact and brief intervention service to patients presenting in General Practice. Each multidisciplinary team is made up of GPs, nursing staff, practice based social workers, senior mental health practitioners, pharmacists, and physiotherapists.

The Primary Care Mental Health Manager can be from one of four professional backgrounds Social Work, Nursing, Occupational Therapy, or Psychology. The Primary Care Mental Health Manager is an integral part of the MDT working alongside other professionals in a seamless and coordinated way effectively meeting the holistic needs of the GP patient and their families.

Job Purpose /Summary

The fundamental role for mental health care within a GP Practice is to ensure that individual needs are met in a timely, appropriate, and accessible manner. GPs estimate that mental ill-health accounts for a significant percentage of their daily workload in general practice, either as the sole problem or a major part of the presenting problem. GPs also indicate that patients who present with mental health problems tend to consult more frequently and have longer consultations than those without mental illness and therefore place a high workload demand on general practice.

The post holder will be accountable for the decision making and strategic direction ensuring alignment with the regional MDT delivery framework and South eastern MDT governance and oversight group.

They will be responsible for leading, managing, clinically overseeing and co-ordinating a GP Practice mental health service. In particular they will manage the team of senior mental health practitioners based in general practice. Senior Mental Health practitioners are a new role and, as such, can come from a variety of professional backgrounds (nurses, social workers, psychology or occupational therapist). Practice based mental health teams aimed at enhancing general practice and resourcing mental health promotion and prevention of ill health. These teams are designed to deliver a holistic model of health and wellbeing which includes physical, mental and social wellbeing with a greater focus on prevention and early intervention.

The post holder will be the most senior mental health professional with a high degree of independence and freedom to act/ manage the service and will be directly accountable to the Federation Board.

MAIN RESPONSIBILITIES

The Primary Care Mental Health Manager will be responsible for developing new and existing practitioners. The post holder will also play a key role in supporting the other federation areas to develop and roll out the MDT Team as and when funding is made available.

The role requires the postholder

- To be the most senior decision maker and accountable for the strategic direction in the Federation area relating to mental health issues holding a high degree of authority to make clinical decisions and interpret organisational policies and protocols.

- They will be responsible and accountable for the provision of high-quality GP based mental health services, fulfilling an operational, clinical and professional lead role.
- To be managerially accountable and clinically responsible for a team of senior mental health practitioners and team lead(s) 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 work with the department of health and other GP federations to contribute to the development of regional mental health policies and procedures in primary care within the context of the transformational agenda.
- To work within SPPG and Primary care clinical protocols, procedures, guidelines and professional standards and monitor the quality of practice within the GP based mental health service.
- To oversee mental health assessments in the GP practice and ensure appropriate interventions are made or appropriate onward referral to the local Trust primary or secondary care services.
- To provide highly complex analysis and judgements in service delivery to high-risk patients presenting at GP practices.
- To provide advisory, education 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 strategically review and develop the GP based mental health service within the Federation, ensuring implementation of relevant regional policies and to advise at regional level on the future strategic planning and development of GP based mental health services in the wider context of service redesign across the health economy.
- 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 collaborate with GP Mental Health Service Managers across the region and other key stakeholders to develop long term plans and strategies for GP mental health services.
- To participate in regional primary mental health care networks.
- To provide written complex 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.
- 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 lead the development of the GP based mental health team within the Federations.

- To lead multidisciplinary/multiagency 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 review the service on an ongoing basis and proactively lead and manage change within the team.
- To lead on the development of a culture that improves quality and drives improvements within the GP based mental health service.

Staff Management

- Through the Team Leads, manage the 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 other staff.
- To lead in the recruitment and selection of staff within the mental health team.
- To plan and deliver 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 and manage clinical risk within the workload of the Senior Mental Health Practitioners.
- Be the Professional Lead for staff who are of the same profession.

Information management

- To use all the information available to plan and organise the effective use of resources both financial and workforce both operationally and strategically.
- To undertake, with a data analyst, a needs assessment of the GP Federation and establish an accurate mental health register.

- To plan and oversee the implementation of the critical information, governance, induction and evaluation.
- To analyse and take action on the 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 stratified patients most at risk
- To work collaboratively to establish a searchable directory or servicing to include self-management and well-being services, prevention services as well as community and voluntary sector services.
- To undertake regular 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.

Financial and Resource Management

- To hold the budget for mental health within the GP Federations, responsible for all elements of budgetary control including staff, goods and services, procurement of equipment and supplies.
- To manage and monitor budgets including the requisitioning and use of goods and services, managing service level agreements (SLAs) contracts and meeting contract compliance requirements.
- To negotiate and manage Service Level agreements with community and voluntary sector providers.
- To procure services on behalf of the GP Federation for mental health services.
- To deliver all budgetary requirements for GP Practice based mental health services
- To identify and inform the management team of unmet need and gaps in services.

Strategic and Resource Development

- To plan for population mental health wellbeing initiative using a mental health stratification patient population approach contributing to the strategic direction of the Multidisciplinary Teams (MDTs).
- To develop feasible and sustainable innovative plans to recruit the future workforce.
- To scope the potential economies of scale and required professional mix to deliver services at Federation level.
- To participate and or lead on any appropriate for a in relation to community wellbeing and development.

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 be pivotal in the development of good working relationships within the GP practice and with external stakeholders including HSC Trust management, psychiatrists, mental nurses/social workers, community and voluntary sector.
- To work in partnership with GP Federations 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 develop partnerships and effective working relationships, with key strategic 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 fora 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 SPPG 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, dependants, 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 and 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. The mental health senior practitioner will, as far as practicable, be based in a GP Practice however they may be expected to provide services across more than one GP Practice.

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.

PERSON SPECIFICATION

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

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.

AND

At least 2 years' experience at Senior Management level (Band 8a equivalent or above) **Or** Have 3 years' experience working in a senior management position (Band 7 equivalent or above).

2. 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).*
3. Demonstrate relevant knowledge and experience of working in adult mental health services including knowledge of relevant legislation, policies and procedures as well as an understanding of the role of all statutory agencies, and community services.

The following are essential criteria which will be measured during the interview stage.

KNOWLEDGE & SKILLS

Candidates should be able to:

1. Demonstrate experience of working with a range of diverse stakeholders and possess the management, leadership and associated interpersonal skills required to operate effectively in complex environments.

2. Demonstrate experience of inspirational leadership skills and experience in delivering a clear sense of purpose and direction.
3. Demonstrate experience in transforming services, have excellent people management skills and have effective partnership working, integrity and sound ethical judgement.

Desirable Criteria

1. Experience of managing mental health teams in a primary care/community care setting
2. Experience of community development approaches to addressing the needs of service users with mental health difficulties

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.

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

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Recruitment Process

Process	Dates
Applications Open	Tuesday 27 th January 2026
Close applications	Tuesday 10 th February 2006, 12 noon Your completed application must be emailed to recruitment@easternfsu.co.uk
Anticipated Interview date	Friday 20 th February 2026

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

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

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

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 Ards and North Down Federation areas.

Working Pattern

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

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 \(health-ni.gov.uk\)](https://health-ni.gov.uk/doh-hsc-afc-2-23.PDF)