

Jobs with GMMH

To find out what jobs we have currently have simply visit our Work With Us page on our website www.gmmh.nhs.uk/work-for-us

Before applying read the Job Description and Person Specification. This sets out the requirements you will need to have to be considered for the role. Make sure you have the relevant experience and qualifications before applying for a job. Only applicants who demonstrate clearly in their application form that they meet all the essential criteria for the post will be considered for interview.

Completing Your Application Form

Complete all parts of the form. We will look at how well your application matches the 'person specification' for the position you are applying for. The applicants who closely match the person specification will be the ones that are shortlisted for interview. Always adapt your application to show how you meet the requirements of the particular post you are applying for.

Give clear examples of how you match the Person Specification to demonstrate that you do have the skills and experience and personal qualities to do the job.

The 'personal information' and 'monitoring information' sections will not be used for shortlisting, but will be kept for administrative purposes only.

The 'supporting information' section is your opportunity to sell yourself. Tell us why your skills, experience and attitude make you a good fit for the job providing brief examples.

You can include, among other things, details about:

- your duties and responsibilities;
- your skills, knowledge and/or experience which is relevant to the post;
- identify any employment gaps;
- voluntary work you have undertaken;
- key achievements.



Preparing for your interview



When it comes to interviews, it really is true that by failing to prepare, you are preparing to fail. But with preparation and practice you can make a real difference to your chances of getting the job.

Practicalities

Ensure that you know the time of the interview as well as the address and who will be interviewing you. You then may want to ask yourself several questions:

Have you?

- Worked out how to get there and how long your journey will take
- Found out what format the interview will take
- Found out who to ask for and made a note of their contact details (in case you are delayed).
- Thought about what you are going to wear
- Prepared notes of examples to demonstrate your skills & competencies. For example, working in team, organising your workload, problem solving.
- Remind yourself of what you wrote in your application on how you met those requirements.
- Learnt about the Trust itself – what makes it the place you want to work.
- Think about what type of questions will be asked about yourself and write down some thoughts on how you might answer them.
- Prepare some questions to ask the panel.

Interview Questions

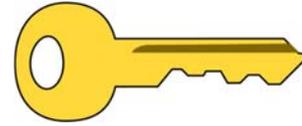
In any interview the interviewer(s) are looking for 3 things:

- Someone who can do the job (skilled and competent)
- Someone who wants to do the job (motivated with a “can do” attitude)
- Someone who shares the Trust’s vision and values

Your job at interview is to present yourself as that person!



Key areas in an interview



About the job

The interviewer really wants to know if you fully understand what the job involves. As well as this they will want to know why you have applied for the role and why you think you would be good at it. Therefore, it's worth thinking about;

- The main tasks and responsibilities in the role
- What the main challenges would be
- What the first week/month or even three months may look like and how you would tackle this

Your work history

In this area the interviewer is trying to understand your previous career history in more detail and understand the decisions you made when choosing your career.

They may ask you why you left a certain job or what are the most significant moves you have made in your career. Ensure you are talking positively about previous roles even if you had a negative experience.

Your skills and experience

Here the interviewer is assessing if you can do the role therefore it's important to know your strengths, and mention ones that are relevant to the job you're being interviewed for. You need to think of examples of when you have demonstrated a specific skill not just list the skill. For example, "I am good at planning and organising my workload" needs a supporting example to show what you do to achieve this.

Your motivations

Using a values based approach to recruitment helps to ensure we recruit the right people with the right skills and right attitudes and behaviours needed to provide an excellent service to service users and colleagues.

Safeguarding

The Trust is committed to safeguarding children, young people and vulnerable adults and requires all staff and volunteers to share this commitment. In this area the Trust will assess if you have an understanding of safeguarding issues and identify appropriate action when dealing with incidents.

Value Based Interviews

use questions linked to the values of the Trust (We Inspire Hope, We Work Together, We are Honest and Open, We are Caring and Compassionate, We Value and Respect).

Value-based interview questions – examples



General

- Why does our organisation appeal to you?
- What are our core values?
- What attracts you to this role?
- What parts would you find most enjoyable?
- What aspects would you think might be least enjoyable?
- What do you see as challenges?

We Inspire Hope:

- Tell us about a time when you helped a patient (or customer) or colleague in was needed help.
- Describe a situation when it was important that you established an effective working relationship with other people

We Work Together:

- Describe a situation where it was important that you worked as part of a team.
- Can you describe an example of when you worked in a team where there was conflict?

We are Honest and Open:

- Describe a situation where you have demonstrated integrity
- Can you give me an example of a time you received feedback?

We are Caring and Compassionate:

- Tell me about a time when you were sensitive or compassionate to someone in an emotional or tense situation at work
- Can you give an example that demonstrates that you have taken the needs of others into consideration?

We Value and Respect:

- Describe a time when you put your needs aside to help someone else at work
- Tell us about a time you had to adjust your communication approach to suit a particular audience.

During the interview



- **Keep up good eye contact** with all the interview panel., not just the person who has asked the question you are answering. It is important to engage with all.
- **Smile!** It suggests confidence.
- **Walk the talk** – The way you stand, walk and act needs to reflect confidence, energy, and enthusiasm. And of course, be friendly to everyone you meet
- **Take your time when answering the questions** – make sure you fully understand what is being asked of you
- **Be clear and concise** in your responses. Structure your answers with 3 or 4 main points of examples from your own experience.
- **Keep your answers focused on what you can do for the Trust**, not what they can do for you
- **Sell yourself** - give real examples of 'how' you have achieved a positive outcome, specify what these were and the benefits. Be clear about what your personal contribution was. Remember to use 'I' rather than 'we'. There may be no "I" in team but there are "I"s in interview. Interviewers want to hear what you did and what your personal contribution to your team/project was.
- **Be positive** at all times.
- **Remember to ask questions** as it helps demonstrate that you are keen and want the job.

Your questions

Also think of **preparing 3-4 questions you can ask the interviewer(s)**. Remember the interview is a two-way process and asking questions will demonstrate your passion and enthusiasm for working for the organisation.

Example questions:

- Can you describe the team that I will be working in?
- What do you see as the key priorities for this role/the team over the next 3 months?
- What do you see as the main challenges in...?
- What development opportunities will there be within this role?
- What training do you offer?
- How will my performance be measured?
- When will you let me know the result of this interview?



What makes a good answer?

Interviewer Question:

Tell me a time when you have successfully worked with a team to reach a goal.

You can draw examples from:

- Projects you've been involved in
- Relationships (customers, patients / service users, managers, colleagues)
- Challenges/problems you've faced
- Times you've influenced a decision successfully
- Made improvements to a process/procedure

Give a real example that actually happened to you. Don't talk in broad terms about how you generally tackle those sorts of situations. Talk about a specific example.

The most effective way of answering these questions is to use the "STAR" technique:

Situation — briefly describe the background to the situation This part is in effect setting the scene.

Task — Describe the task that needed to be accomplished; in essence you are setting the context. Make it concise and informative, concentrating solely on what is useful to the story.

Action — describe what you did. Explain what you did, how you did it, and why you did it. Remember to talk about what you did ("I" rather than "we"). Go into some detail. Do not assume that they will guess what you mean. Highlight the reasons behind your action, you will make a greater impact and it helps the interviewer to understand what drove your actions and that you retained full control of the situation.

Result — describe the outcome of your actions. The interviewers will want to know how you reacted to the situation. This is where you can start selling some important skills. For example, you may want to describe how you used the team to achieve a particular objective and how you used your communication skills to keep everyone updated on progress etc. Explain what happened eventually – how it all ended. Also, use the opportunity to describe what you accomplished and what you learnt in that situation. This helps you make the answer personal and enables you to highlight further skills. Interviewer(s) want to know that you are using a variety of generic skills in order to achieve your objectives.



Useful Information



Shortlisting, references

All applicants will be advised whether they have or have not been successful in gaining an interview.

We need references covering a period of 3 years. These should include the name and address of your current and most recent employer's / training providers. Please do not include relatives or close friends. In the event that you have only worked as a volunteer, references will be required from the two most recent bodies for which you have worked. In all cases the referee identified should be a person having management responsibility.

Rehabilitation of Offenders Act 1974 and Criminal Disclosure

All posts are risk assessed to determine whether they are exempt from the rehabilitation of offenders Act and which level of DBS check is required. The Trust may carry out a Basic, Standard or Enhanced Check (with or without list check) dependant on this risk assessment.

Conduct

All applicants for employment with the Trust must disclose whether they have ever been dismissed from employment

Registration/ Fitness to Practice

Applicants for employment with the Trust are required to disclose whether they are the subject of any fitness to practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country.

In addition, you will be required to provide proof of valid registration and to maintain that registration throughout any subsequent employment.

Qualifications

Where specific qualifications are required in relation to the position applied for verification will be sought at interview.

Occupational Health Clearance

If you are successful at interview you will receive a provisional offer of employment which will be subject to satisfactory medical clearance. You should not resign from your current post until you receive confirmation of medical clearance, references and DBS disclosure. Following clearance, you will receive a confirmation of offer and a start date will be negotiated.

