

PERSON SPECIFICATION

Healthy Lives Advisor

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

Be willing to attend training with a non-clinical Supported self-management health coaching skills programme (minimum 4 days) by a [Personalised Care Institute \(PCI\)](#) accredited trainer or organisation.

NVQ Level 3, Advanced level, or equivalent qualifications.

Demonstrable commitment to professional and personal development.

Training in motivational coaching and interviewing or equivalent experience.

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C



Desirable:

- Coaching/counselling qualification or experience; or other relevant qualification or experience involving reflective listening skills and behavioural lifestyle management.
- Relevant training and experience in non-clinical supported self-management Health coaching through a PCI-accredited organisation.
- Evidence of CPD in line with the requirements of the post.

Experience and knowledge

Method of Assessment – I, D

Essential:

- Experience of using coaching approaches/frameworks and models or other helping strategies e.g., Motivational Interviewing.
- An understanding of the biopsychosocial model of health and the social determinants of health.
- Experience of working in health or other settings involving frequent communication with clients and others.
- Understanding/previous experience in delivering behavioural lifestyle support.

Desirable:

- Experience of working in a multidisciplinary, multi-agency team.
- Experience of working in health and social care care/community development setting or similar.
- Networking experience.
- Experience of partnership working across statutory, voluntary and community sector.
- Experience of providing support using digital and/or remote means.
- Experience of working with groups, one-to one support.



Specialist skills and abilities

Method of Assessment – *I, D*

Essential:

- Understanding of the importance and process of helping people with long-term conditions to develop their knowledge, skills, and confidence in managing their health and the range of models and tools available.
- Knowledge and understanding of key public health messages and ability to deliver behavioural intervention support.
- Understanding of how to apply health coaching and behavioural support in group settings.
- Ability to work within a biopsychosocial model, using a range of tools and techniques, to enable and support people, such as agenda setting, goal setting, problem solving.
- Demonstrable skills in supporting behaviour change and knowledge of personalised care approach.
- Skilled in active and reflective listening, building trust and rapport quickly.
- Ability to build trust and establish rapport quickly.
- Good people management skills.
- Ability to work with minimal supervision and act decisively and ask for help when needed.
- Proficient in Microsoft Office and web-based services.

Desirable:

- Understanding of the evidence base and development of self-management in the UK.
- Understanding of the importance and process of helping people with long-term conditions to develop their knowledge, skills, and confidence in managing their health and the range of models and tools available.
- Excellent group and one-to-one facilitation skills including conflict resolution.
- Excellent communication and presentation skills.



Personal skills and attributes

Method of Assessment – *I, D*

Essential:

- Kind, reflective, self-aware, and able to recognise what matters to people rather than what's the matter with them.
- Demonstrates belief that people have untapped resources within them that can only be harnessed through providing a non-judgemental and empowering service.
- Ability to start with what is working well and take an asset-based approach (able to work from strengths) in interactions with people, colleagues, and communities.
- Works with integrity and openness.
- Models the behaviour they want to see in others, is inclusive.
- Values diversity and difference.
- Understanding of and commitment to equality of opportunity and good working relationships.
- Commitment to continuous learning and development.
- Actively develops themselves and supports others to do the same.
- Commitment to and focused on quality, promotes high standards in all they do.
- Consistently thinks about how their work can help and support health professionals and frontline staff deliver better outcomes for individuals.
- Excellent communicator and influencer.
- Good team worker, with flexible working approach.
- Ability to communicate clearly in writing, via telephone/digital and in person.
- Ability to work successfully with individuals who may be distressed or have a negative attitude towards the support being provided.

Desirable:

- Experience of delivering group behavioural support.



Other relevant skills and abilities

Method of Assessment – **I, D**

Essential:

- Meets a Disclosure and Barring Service (DBS) reference standards and criminal record checks.
- Ability to work flexible hours and travel out of area as necessary.
- Access to own transport and ability to travel across multiple sites, across the locality on a regular basis, including to visit people in their own homes.
- Good knowledge of IT systems and software.
- Excellent communication and negotiation skills.

Desirable:

- Ability to speak another language to aid communication with people in the community for whom English is a second language (desirable but not essential).
- Experience of supporting people with their mental health, either in a paid, unpaid, or informal capacity.

Fluency Duty

Essential:

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criteria applies in accordance with the statutory [Fluency Duty for public facing roles](#)

Special working conditions

Method of Assessment – **I, D**

Essential:

- Ability to meet the travel requirements of the post.
- Willing to work outside of normal office hours to meet the demands of the post



- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

Desirable:

- Willing to occasionally travel and work outside of Shropshire.

