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Trainee Mental Health Team Lead

Applicant Information

Ref: TMHTL0625

June 2025

Southern GP Federation Support Unit

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# Introduction

To provide the best possible healthcare for the people we serve, it is essential that GP Federations attract and retain staff who are appropriately qualified, professional in the service they deliver, happy and productive in their work and committed to lifelong learning and developing in their role.

This information pack is designed to provide you with a brief overview of the role of GP Federations, the terms and conditions of employment within GP Federations and information which should assist you in the completion of your application form.

Thank you for your interest in applying for a position within the Southern GP Federation Support Unit and we look forward to receiving your application.

**Northern Ireland GP Federations**

GP Federations were established in Northern Ireland with two main aims:

* To support and protect GP Practices.
* To help deliver the transformation agenda in Health and Social Care.

GP Federations aim to provide better care, delivered in a more responsive way and closer to home, for patients registered on the lists of practices within the Federation. The focus is on working across the local health and social care community, in collaboration with a wide number of agencies, to design and implement innovative healthcare strategies and ways of delivering high quality care.

Across Northern Ireland, there are 17 GP Federations which have been established by GPs to support General Practice and facilitate the transformation of health and social care in a Primary Care setting. Each Federation has been established as a Not-For-Profit Community Interest Company and any financial surplus generated through efficiency is re-invested in front-line services.

Each Federation covers a patient population of approximately 100,000 patients and, because of scale, provides services which would not otherwise be delivered at individual Practice level.

**The Federations**

The Federations are established in the following locations:

**The Federation Support Unit (FSU)**

Each area has established and incorporated an FSU. All 17 Federations are supported by 1 of 4 FSUs. Each FSU has been designed to provide Federation members with support, advice and expertise in the design and delivery of service provision. FSU functions include central management expertise, planning, accounting, communication, corporate governance and human resources. In some instances, these services will be outsourced.

The core purpose of the FSU is to ensure that clinicians are free to focus on ensuring they provide the best clinical outcomes for their patients while improving the quality-of-care patients receive.

**Direct Service Provision**

As Federations grow, develop and mature, they are increasingly recognised as an efficient and effective model for staff employment and service provision as part of the transformation of services in primary care and the community. A range of exciting services have already been introduced for example, General Practice Pharmacy, Advanced Nurse Practitioners, GP locum pool, Social Prescribing, Practice Based Learning (PBL) events and the shared management of a new and enhanced multi-disciplinary team (MDT) in Primary Care MDTS includes practice-based staff, district nurses, health visitors’, social workers, physiotherapists and senior mental health practitioner.

# Job Description

***Job Title:*** Trainee Mental Health Team Lead (1 year training post)

***Reports To:*** Director of Operations initially

***Accountable To:*** GP Lead for Mental Health Services

***Professionally***

***Responsible To:*** Identified professional supervisor (Social work, Nursing, Occupational Therapy, and Psychology)

***Initial Base***

***Location:*** Potential to work across all GP Federations in the Southern region. Office base will be Southern GP Federation Support Unit.

**Job Summary**

The Southern GP Federation Support Unit is seeking a dedicated and dynamic individual for a Trainee Mental Health Team Lead within its Primary Care Mental Health Services. This is a 12-month training role designed to develop leadership and management capabilities, equipping the successful candidate with the skills needed to manage mental health services, lead teams, and ensure high-quality, safe, and effective care for patients. Upon successful completion of the training program, the individual is expected to progress into the full Mental Health Team Lead role which is equivalent to Band 8a on the Agenda for Change scale, depending on performance and the demonstration of competencies.

The training will be hands-on, working closely with the Director of Operations, HR Manager & GP Lead in the planning, development, and delivery of mental health services across the Southern GP Federation area and beyond. This role provides the opportunity to gain experience in both clinical and operational management, while supporting the development of multidisciplinary teams and working within a dynamic healthcare environment.

**Service Delivery (Clinical & Operational)**

* Under supervision, support the management and delivery of mental health services in general practice
* Help to ensure that appropriate systems, policies, procedures, governance and management arrangements are in place in the GP based mental health service to facilitate effective service delivery
* Assist in providing 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
* Assist in managing a team of senior mental health practitioners, ensuring high standards of clinical practice, patient safety, and evidence-based care
* Deliver mental health services whilst maintaining clinical skills required for the role

**Setting Direction & Development**

* Promote and develop the role of primary care mental health services
* Collaborate in service planning and assist with the development of strategic goals for mental health services, with a focus on improving service quality and efficiency
* Assist in developing reports and evaluations for Senior Management and GP Lead on the progress against strategic targets relating to the development of the MDTs in primary care
* Produce evaluation reports relating to mental health services in primary care on a monthly/quarterly basis
* Contribute to the development of local and regional policies relevant to Primary Care MDTs
* Work collaboratively with on the development of the GP based mental health team within the Southern GP Federation
* To support staff, participate in multidisciplinary/multiagency service development activity, practice development and service improvement projects
* 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
* Contribute to the review of the service on an ongoing basis and proactively get involved managing change within the team
* Promote and develop a culture that improves quality and drives improvements within the Southern GP based mental health service

**Staff Management**

* Work closely with the Mental Health Manager, Director of Operations, HR Manager to develop skills in staff management, providing day-to-day support and guidance to Senior Mental Health Practitioners.
* Supervise, appraise, and support staff in line with best practice and performance targets.
* Participate in staff recruitment, induction, and training, ensuring ongoing professional development
* Ensure staff comply with mandatory and professional training as determined by the Federation, providing assurances that staff are reaching the required training standards

**Information Management**

* Assist in the analysis of mental health data to identify trends, patterns, and areas for service improvement.
* Work alongside the Project Support Assistant to ensure accurate clinical coding, evaluate patient trends, and support audits and evaluations.
* Develop an understanding of how information management drives service quality and improvement initiatives.
* Undertake a review of trends and patterns of patients attending the Senior Mental Health Practitioners identifying the appropriateness of referrals.
* Identify areas for service improvement and support staff to participate in quality improvement programmes when required
* Ensure information relating to staff leave, mandatory and professional training, supervision and professional supervision is recorded using the Human Resources database

**Strategic and Resource Development**

* In partnership with HR, scope and identify innovative plans to recruit the future workforce
* Participate in the identification of the development of the mental health workforce and skill mix required to deliver a safe effective mental health service for the Southern GP Federation

**Collaborative Working**

* 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
* Participate in team meetings and collaborative work with GPs, social workers, physiotherapists, and other members of the multi-disciplinary team (MDT).
* Engage with external stakeholders including HSC Trusts, mental health specialists, and the community and voluntary sectors, helping to build partnerships for primary care.
* 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
* Develop partnerships and effective working relationships with other professional leaders and managers working in primary care

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

* Be professionally and legally responsible and accountable for all aspects of professional practice including the management of patients in their care
* Work within protocols and the professional standards set by NMC, HCPC, RCOT, or NISCC, ensuring safe, effective, and evidence-based care.
* Maintain personal professional registration and engage in Continuous Professional Development (CPD) activities.
* Support supervision of student placements, ensuring compliance with practice standards.
* Ensure personal accountability in accordance with their own professional Code of Practice
* Support and assist the Senior Mental Health Practitioners on the occasions that they supervise student placements ensuring compliance with required standards
* Participate in identifying and addressing own development needs through the Supervision process
* 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

**Governance**

* Support the identification and management of clinical risks within mental health service delivery, escalating concerns where appropriate and placing on the Southern GP Federation Risk Register
* Participate in the audit and compliance processes, ensuring that services meet the required clinical governance standards.
* Learn about regulatory requirements and assist in ensuring staff compliance with mandatory training and professional standards.
* Participate in any investigation arising out of complaints or incidents as required by the Mental Health Manager
* As appropriate, participate in ensuring any learning from complaints/incidents is disseminated to the wider staff team
* Maintain all regulatory requirements to meet the compulsory professional obligations of this role
* Responsible for regular monitoring of the staff’s compliance with their regulatory
* requirements, and taking action as appropriate if concerns arise
* Ensure your mandatory and professional training requirements are met and updated on an annual basis
* Participate in appraisal/supervision processes with the Mental Health Manager

**General Responsibilities**

Employees of the Federation are 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 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

**Record Management**

All of employees of the 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.

**Equality**

The 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.

***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.***

# Personal Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **METHOD OF**  **ASSESSMENT** | **DESIRABLE CRITERIA** |
| **QUALIFICATIONS & EXPERIENCE** | Applicants must hold registration with one of the following:   * Registered Mental Health Nurse, live on NMC register * Professional Social Work qualification and registration with the Northern Ireland Social Care Council (NISCC) * Registered Occupational Therapist * Practitioner psychologist registered with The Health and Care Professions Council (HCPC)   **AND**  Have 3 years’ experience working at Band 6 level (or above) in Adult Mental Health Services | Application Form  Validation/evidence of registration with professional body  Questions at interview | Experience of managing a team  At least one years’ experience working with Primary Care Mental Health Services  Knowledge & experience of community development. |
| Willingness to work across GP practices across the Southern GP Federation area. | Application Form |  |
| Evidence of CPD and revalidation  Demonstrate values of Southern GP Federation Support Unit: Innovation & Creativity, Respect, Openness & Transparency, Leadership, Accountability, Clear Communication | Application Form  Questions at interview |  |
| **PROFESSIONAL OR CLINICAL KNOWLEDGE** | Applicants must 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 statutory agencies, and community services. | Application Form / Questions at Interview |  |
| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **METHOD OF**  **ASSESSMENT** | **DESIRABLE CRITERIA** |
| **COMPETENCIES** | 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. For this role, particular attention will be given to the following competencies:   * Evaluating Information * Leading With Care * Connecting Our Service * Engaging The Team * Holding To Account | Questions at Interview |  |
| **PERSONAL CIRCUMSTANCES** | The successful candidate must hold a full current driving license (valid in the UK) and have access to a car 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).* | Application Form  Copy of driving licence will be required and/or evidence of mobility to undertake the  duties of the post |  |

**Whilst the essential criteria detailed within this Personnel Specification will form the basis for shortlisting, the GP Federation reserves the right to enhance using the desirable criteria to facilitate shortlisting. *Candidates who are short-listed for interview will need to demonstrate that they have the required competencies to be effective in this demanding role. The competencies required are detailed in the job description and the, Knowledge Skills section of this job specification.***

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

# Recruitment Process

**Return of application forms**

Application forms can be completed and returned via email to [hr@southernfsu.co.uk](mailto:hr@southernfsu.co.uk)

Application forms must be submitted by the stated closing date and time.

**Late applications will not be accepted.**

**Please note**:

* It is your responsibility to check that your application has been submitted successfully. GP Federations are not responsible for any technical problems you may experience and is not obliged to accept a late application from you in these circumstances.
* Additional information may not be included on your application after the closing date/time.

**Waiting List**

A 12-month waiting list for similar roles may be compiled for the Southern GP Federation Support Unit.

**Interview Outcome**

Following the interview:

You will be notified that: (1) you have been successful at interview and will be made a job offer OR (2) you have been successful at interview and are on the waiting list pending an offer being made OR (3) you have been unsuccessful at interview.

**References**

References will be sought for all successful candidates at job offer stage. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

# 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. Please be specific when providing addresses/contact details for your referees. One of your references should have knowledge of your present work/or most recent employment & be in a supervisory/managerial capacity. Both referees should be from an employment background.

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

The Federation Support Unit will carry out checks to confirm professional registration and any qualifications which are listed as essential in the Personnel Specification. You will also be required to produce original documents to verify your identity, one of which must be photographic identification.

Proof of qualifications and/or professional registration will be required if an offer of employment is made. If successful, appointees will be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g., Passport/travel documents. Failure to do so will result in non-appointment.

**Criminal Records Checks**

As part of the Recruitment and Selection process it will be necessary to carry out an Enhanced 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 [hr@southernfsu.co.uk](mailto:hr@southernfsu.co.uk)

The GP Federation Support Unit adheres to the AccessNI Code of Practice, please see <https://www.nidirect.gov.uk/publications/accessnicode-practice>

# Tips for Completing / Submitting your 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 you not being shortlisted.

For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts); and number, expiry date and nature of professional registration (including part/branch of the register as appropriate).

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 for 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.

**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 [hr@southernfsu.co.uk](mailto:hr@southernfsu.co.uk)

# GP Federation Terms & 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 as detailed below.

**Place of Employment**

Potential to work across all GP Federations in the Southern region. Office base will be Southern GP Federation Support Unit.

**Working Hours / Pattern**

Normal working pattern is within Practice opening hours of Monday to Friday each week. The working pattern (distribution of working hours) will be agreed by the GP Federation and with a requirement to meet the business needs of the GP Federation.

A number of Flexible Working provisions are offered by the Federation, what provisions are available depends on the role being undertaken. For further detail please contact [hr@southernfsu.co.uk](mailto:hr@southernfsu.co.uk)

**Continuous Service**

Previous confirmed employment with another Federation, FSU or Health and Social Care Trust/Organisation, will be counted towards continuous service.

**Salary**

£46,148 - £52,809 per annum, pro rata.

**Annual Holidays**

The holiday year runs from 1 April to 31 March. If you are in the service 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 or for those with recognised 5 years’ service and 33 days per annum pro rata after 10 years’ service or for those with recognised 10 years’ service.

**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

**Occupational Sick Pay**

Previous confirmed employment with another Federation, FSU or Health and Social Care Trust/Organisation, will be counted towards Occupational Sick Pay, unless there has been a break of 12 months or more.

* During the first year of service this will equate to one months’ full pay and two months’ half pay.
* During the second year of service this equates to two months’ full pay and two months half pay.
* During the third year of service this equates to four months full pay and four months half pay.
* During the fourth and fifth years of service this equates to five months’ full pay and five months’ half pay.
* After completing five years of service, you will receive six months’ full pay and six months’ half pay.

**Pension**

This post will be pensionable from the date of commencement of employment. Southern FSU has access to the HSC Pension Scheme as the company pension scheme.  The HSC Pension Scheme is a defined benefit scheme and scheme members receive an excellent package of pension benefits which are index linked and guaranteed by Government.

Employer contribution rate of 23.2%.

Please see <https://hscpensions.hscni.net/contributions/> for further information.

**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.

For further information please visit our website [www.southernfsu.co.uk](http://www.southernfsu.co.uk/)

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# APPENDIX A

All successful candidates will be ranked in order based on their performance at interview. Offers from the waiting list will then be made as and when posts become available in rank order but also taking account of individual location and working hours preferences which must match the vacant post. The following rules will be applied:

Waiting List Principles

Waiting List Principles

* Applicants will **only** be offered posts which match their stated preferences, in the first instance.
* Formal offers of posts within GP Federation areas will be issued by email to the email address given at the point of application. Offer emails will require a response of acceptance or decline within 2 working days of issue. If the applicant does not contact the HR Team within 2 working days of issue, then the HR Team will move to the next person on the waiting list. In such instances the applicant will retain their rank order and will be contacted again when another suitable vacancy arises.
* If an applicant declines or does not respond to an offer which matches their stated preferences on 3 separate occasions, the applicant’s name will be removed from the waiting list and they will not be considered any further, unless mitigating circumstances can be demonstrated.
* For **permanent** offers, once an applicant has been offered and accepted a permanent post, they will be removed from the waiting list. If an applicant accepts an offer for a GP Federation Area but subsequently refuses the offer, they will be removed from the waiting list, unless mitigating circumstances can be demonstrated.

If an applicant accepts or refuses a **temporary** offer, they will retain their rank order on the list and will be contacted again when another vacancy arises.

*Empowering General Practice to provide best Primary Care*

