Royal Free London NHS Foundation Trust

Person Specification

POST TITLE: CPG Programme Manager 8C		Essential (E) Desirable (D)	Assessed by: App Form (A) Interview (I)		
Royal Free World Class Values	Demonstrable ability to meet the Trust Values Rostlively welcoming Actively respectful Clearly communicating Visibly reassuring	E	A/I		
<i>Qualification</i> s	 Evidence of Masters degree, or other post graduate qualifications, or equivalent by virtue of experience. Evidence of significant continuing professional development in service improvement. Qualification in organisational change or continuous improvement Coaching qualification Qualification in facilitation, training or teaching Programme and agile project management qualification Clinical registration 	E E E E E D D	A/I A/I A A A A A/I		
Experience	 Previous NHS experience Proven management and leadership skils including the ability to lead and empower and motivate other Experience of training and facilitating group development and delivering training, education and development opportunities 	E E E	A/I A/I		
	 Considerable experience of working in an autonomous way, working within defined parameters to meet defined objectives 	E	A/I		
	 Considerable experience of scoping the programme including stakeholder management, programmedesign and identifying the relevant resources required. Understanding / Experience of providing specialist 	E	A/I A/I		
	 service change and modernisation advice to a range of professionals and in various environments. Experience of working in a complex changing environment across multiple organsiationisational boundaries and services with multiple stakeholders 	E	A/I		
	 organisational boundaries and multiple services Experience of influencing staff at all levels to ensure 	Е	A/I		
	programme objectives are owned by all members of the teams including users and stakeholders.	E	A/I		
	 Experience of developing, monitoring and managing budgets 	E	A/I		
	 Evidence of successful delivery of financial and quality benefits within agreed timescales. 	E	A/I		
	Experience of line management	E	A/I		

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Skills and	Highly computer literate	E	A/I
Knowledge	 Advanced communication skills both written and 	E	
	(complex report writing) and orally include advanced	E	A/I
	formal presentations/facilitation skills		
	 Execellent planning and organistation skills 	E	A/I
	 Good leadership skills-ability to direct, empower, 	E	
	motivate, challaenge and facilitate in order to deliver		
	the desired outcomes		A/I
		E	A/I
	Commitment to and experience of, multiprofessional working errongement within the programme		
	working arrangement within the programme	E	A/I
	Takes the intiative to establish immediate credibility	E	
	with a range of internal and external stakeholders		
	High degree of accuracy and attention to detail	E	A/I
	 Ability to deliver quality work in a fast paced 		A/I
	environment with conflicting priorities	_	
	 Takes appropriate action or make decisions in a 	E	A/I
	changing environment and to prioritise work	_	A //
	Can develop and establish mechanisms (including	E	A/I
	roll-out) to track progress against plans	E	Λ //
	Has the ability to manage multiple taks and clinical	-	A/I
	pathways	E	A //
	Able to solve problems or pre-empt problems by		A/I
	employing appropriate measures and processes	-	A/I
	 Ability to build and manage good relationships among 	E	A/I
	stakeholders build and sustain effective	Е	A/I A/I
	communications with other roles involved in the CPG	E	A/I A/I
	programme	E	A/I
	 Understanding and experience of service 	E	A/I
	improvement tools and techniques	Ē	A/I
			A/I
	 Understanding and experience of programme and project management in the design, development and 		
	implementation of change management	Е	
		L	
	 Strong advanced analytical and judgement skills including understanding and application of complex 		
	including understanding and application of complex statistical and numerical data.		A/I
		E	
	 Ability to work autonomously and use own intiative 	Ē	
	Ability to create clear programme plan and priortise	—	
	workloads and resource them in response to	E	A/I
	changing demands and requirements		A/I
	Budgetary and resource management		
	Proficient in the use of Microsoft products in particular		
	Word, Excel, Visio and PowerPoint, key board skills	E	A/I
	Advanced communication skills both written (complex		
	report writing) and spoken, including formal	E	
	presentation / facilitation skills.		A/I
	Ability to gather and incorporate the views of service	E	
	users into service change		A.//
	Ability to set out conclusions and recommendations		
	clearly and concisely in a range of styles to reflect the	E	A/I
	needs of the audience.		



 Ability to present effectively to large groups including senior staff and external professional bodies 	E	A/I
Ability to influence, negotiate with, and motivate	Е	A/I
	D	A/I
• Make clear rational decisions, exercising independent	D	A/I
		A/I
 Ability to identify and manage risks 		A/I
 Skilled in use of Statistical Process Control (SPC) 	E	A/I
 Understanding of NHS performance management targets 	E	A/I
Understanding CQC and national outcome data sets	D	A/I
Self motivated	E	A/I
	E	A/I
	E	A/I
	_	A //
•	E	A/I
others		
 Self starter who knows when to lead and when to let other lead 	E	A/I
 Able to work with a great degree of flexibility, adaptability and initiative. 	E	A/I
of quality and can lead by example.	E	A/I
 Self aware, self motivated, proactive and a team player 	Е	A/I
 Credible opinion former with strong influencing skills including in situations where the postholder does not 	Е	A/I
 Interact with a variety of organisational levels, adapting style accordingly. 	Е	A/I
	 senior staff and external professional bodies. Ability to influence, negotiate with, and motivate senior managers and clinicians Manage and work through conflict situations Make clear rational decisions, exercising independent judgement in a professional and competent manner Ability to identify and manage risks Skilled in use of Statistical Process Control (SPC) Understanding of NHS performance management targets Understanding CQC and national outcome data sets Self motivated Team player Ability to thrive under pressure Creativity, innovation, flair and commercial acumen Politically aware, able to form alliances and influence others Self starter who knows when to lead and when to let other lead Able to work with a great degree of flexibility, adaptability and initiative. Maintain a professional approach with a strong sense of quality and can lead by example. Self aware, self motivated, proactive and a team player Credible opinion former with strong influencing skills including in situations where the postholder does not have line management authority. Interact with a variety of organisational levels, 	 Ability to influence, negotiate with, and motivate senior managers and clinicians Manage and work through conflict situations Make clear rational decisions, exercising independent judgement in a professional and competent manner Ability to identify and manage risks Skilled in use of Statistical Process Control (SPC) Understanding of NHS performance management targets Understanding CQC and national outcome data sets Self motivated Team player Ability to thrive under pressure Creativity, innovation, flair and commercial acumen Politically aware, able to form alliances and influence others Self starter who knows when to lead and when to let other lead Able to work with a great degree of flexibility, adaptability and initiative. Maintain a professional approach with a strong sense of quality and can lead by example. Self aware, self motivated, proactive and a team player Credible opinion former with strong influencing skills including in situations where the postholder does not have line management authority. Interact with a variety of organisational levels,