

Person Specification

[illegible]

Skills and Knowledge	<ul style="list-style-type: none"> Highly computer literate 	E	A/I
	<ul style="list-style-type: none"> Advanced communication skills both written and (complex report writing) and orally include advanced formal presentations/facilitation skills 	E	A/I
	<ul style="list-style-type: none"> Excellent planning and organisation skills 	E	A/I
	<ul style="list-style-type: none"> Good leadership skills-ability to direct, empower, motivate, challenge and facilitate in order to deliver the desired outcomes 	E	A/I
	<ul style="list-style-type: none"> Commitment to and experience of, multiprofessional working arrangement within the programme 	E	A/I
	<ul style="list-style-type: none"> Takes the initiative to establish immediate credibility with a range of internal and external stakeholders 	E	A/I
	<ul style="list-style-type: none"> High degree of accuracy and attention to detail 	E	A/I
	<ul style="list-style-type: none"> Ability to deliver quality work in a fast paced environment with conflicting priorities 	E	A/I
	<ul style="list-style-type: none"> Takes appropriate action or make decisions in a changing environment and to prioritise work 	E	A/I
	<ul style="list-style-type: none"> Can develop and establish mechanisms (including roll-out) to track progress against plans 	E	A/I
	<ul style="list-style-type: none"> Has the ability to manage multiple tasks and clinical pathways 	E	A/I
	<ul style="list-style-type: none"> Able to solve problems or pre-empt problems by employing appropriate measures and processes 	E	A/I
	<ul style="list-style-type: none"> Ability to build and manage good relationships among stakeholders build and sustain effective communications with other roles involved in the CPG programme 	E	A/I
	<ul style="list-style-type: none"> Understanding and experience of service improvement tools and techniques 	E	A/I
	<ul style="list-style-type: none"> Understanding and experience of programme and project management in the design, development and implementation of change management 	E	A/I
	<ul style="list-style-type: none"> Strong advanced analytical and judgement skills including understanding and application of complex statistical and numerical data. 	E	A/I
	<ul style="list-style-type: none"> Ability to work autonomously and use own initiative 	E	A/I
	<ul style="list-style-type: none"> Ability to create clear programme plan and prioritise workloads and resource them in response to changing demands and requirements 	E	A/I
	<ul style="list-style-type: none"> Budgetary and resource management 	E	A/I
	<ul style="list-style-type: none"> Proficient in the use of Microsoft products in particular Word, Excel, Visio and PowerPoint, key board skills 	E	A/I
	<ul style="list-style-type: none"> Advanced communication skills both written (complex report writing) and spoken, including formal presentation / facilitation skills. 	E	A/I
	<ul style="list-style-type: none"> Ability to gather and incorporate the views of service users into service change 	E	A/I
	<ul style="list-style-type: none"> Ability to set out conclusions and recommendations clearly and concisely in a range of styles to reflect the needs of the audience. 	E	A/I

	<ul style="list-style-type: none"> • Ability to present effectively to large groups including 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 	E E D D D E E E D	A/I A/I A/I A/I A/I A/I A/I A/I
<i>Aptitudes, personal characteristics</i>	<ul style="list-style-type: none"> • Self motivated • Team player • Ability to analyse and interpret complex data both numerical and verbal • 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, adapting style accordingly. 	E E E E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I