

PERSON SPECIFICATION

Post Title: Associate Delivery Director

For Clinical support services

Division/Department: Chief

Development Officer / MMUH

AFC:

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Experience Specify the relevant experience required to be competent in role.	<ul style="list-style-type: none"> • significant experience at senior mgt level in the NHS including significant experience in an Acute Trust. • Be able to demonstrate practical experience operating at board level • Significant operational, financial and HRM experience • Be able to demonstrate a strategic vision 	Application Interview assessment	Project mgt experience	Interview cv
Qualifications Specify the qualifications required to be competent in role:	<ul style="list-style-type: none"> • Educated to degree level • Masters or equivalent qual / experience 	Application and follow up checks		
Personal Qualities	<ul style="list-style-type: none"> • A team player • Demonstrable leadership skills • An excellent communicator • Able to work to tight deadlines • A decision maker 	assessment		

<p>Management / Supervision / Coordination skills</p> <p>Specify the level/type of skills required:</p> <p><i>Eg: Able to co-ordinate work flows, determine staff rota's.</i></p> <p><i>Able to supervise the work performance and attendance of a team. Sickness absence return to work interviews, may assist on interview panels.</i></p> <p><i>Be able to manage all aspects of work including: identifying training needs, carrying out appraisals, full management of sickness absence; conduct; and capability cases of a department.</i></p>	<ul style="list-style-type: none"> • Significant financial mgt ability \ • Significant HRM / line management ability across a number of projects \ • Significant operational skills , • Excellent time mgt skills • Ability to delegate • Ability to use performance mgt techniques as a development tool 	<p>assessment</p>		
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<p>Written skills Specify the level of written skills, requiring the use of English, routinely required by the post-holder</p>	<ul style="list-style-type: none"> • Must be able to articulate highly complex issues, to a assessment wide range of recipients in an appropriate written format <ul style="list-style-type: none"> • Service improvement audits /project assessments 			
<p>Communication/Verbal skills Specify the extent and frequency the post holder will be required to use a range of communication skills. Specify the main type(s) of communication the post holder will be required to use.</p>	<ul style="list-style-type: none"> • Must be able to articulate highly complex issues to a wide range of recipients in an appropriate I format, involving contentious issues, where there will be difference in opinions and and challenge to acceptance <ul style="list-style-type: none"> •Lead stakeholder engagement • Well developed IT literacy, regular requirement to develop reports 	assessment		
<p>Responsibility for financial and physical resources Specify the extent to which the post holder has responsibility for financial resources and physical assets.</p>	<ul style="list-style-type: none"> • be able to demonstrate sound financial mgt skills <ul style="list-style-type: none"> •Manage a number of projects within budgets • show an understanding of a business centred approach to health care provision 	Assessment and interview		
<p>Knowledge Specify any specialist knowledge the post holder will be required to hold</p>	<ul style="list-style-type: none"> • Knowledge of the strategic direction of the local health economy • An understanding of health care planning processes • An understanding of key national health care issues •specialist knowledge, including performance management, financial management and people management/ 	Assessment and interview		

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	IDENTIFIED
Physical skills Specify the extent and frequency the post holder will be required to use physical skills.	<ul style="list-style-type: none"> • ability to work under extreme pressure to tight deadlines <ul style="list-style-type: none"> • Keybpard skills 	assessment		
Mental Effort Specify the extent the post holder will be required to concentrate for prolonged periods and cope with regular interruptions.	<ul style="list-style-type: none"> • long term planning of corporate projects Judgements required in highly complex situation, opinions will differ – manging these effectively <ul style="list-style-type: none"> • Frequent requirement for concentration over long periods.e.g. when reviewing reports, writing reports, assessing documents 	assessment		
Working Conditions Specify the extent / frequency the post holder will be required to work in challenging working conditions.	<ul style="list-style-type: none"> • Ability to operate in very intellectually challenging circumstances / verbal aggression <ul style="list-style-type: none"> • Office conditions, including restricted position, eg.g. when writing reports, reviewing projects documentation 	assessment		
Emotional Effort Specify the nature, frequency and duration the post holder will be required to deal with distressing or emotionally demanding duties.	<ul style="list-style-type: none"> •regular exposure to distressing / challenging situations / circumstances, e.g. when performance / project targets not met, managing effectively differing opinions 			
Other	<ul style="list-style-type: none"> • car owner/driver 			

Notes on completion

Please complete only the criteria that are relevant to the post otherwise leave blank.

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested: AF - Application Form
I - Interview
P - Presentation
T - Test

If you have any queries please contact your Divisional Human Resources Manager

/ confirm that this Person Specification has been discussed and agreed with me.

Name:

Signature:

Date: