

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Data Relationship Manager (Information Manager)</b>
<b>JOB BAND:</b>	<b>Band 7</b>

### GUIDANCE FOR MANAGERS:

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

<b>Qualifications &amp; Education</b>	<b>Weighting (Essential or Desirable)</b>
Educated to Degree level 6 or relevant equivalent experience.	Essential
Educated to Master's Degree level 7 or relevant equivalent experience.	Desirable
Statistical analysis qualification	Desirable

<b>Knowledge and Training</b>	<b>Weighting (Essential or Desirable)</b>
Full understanding of NHS Data Definitions and Data Manual requirements.	Essential
Extensive experience in NHS Information and Hospital Information Systems.	Essential

<b>Experience</b>	<b>Weighting (Essential or Desirable)</b>
Practical experience of Microsoft SQL Server, SSIS, SSRS, and Excel to advanced level.	Essential
Previous experience of staff management.	Essential
Experience of hospital-based information systems	Essential
Experience of policy development and implementation	Essential

<b>Communication &amp; Relationship Skills</b>	<b>Weighting (Essential or Desirable)</b>
Strong interpersonal skills.	Essential

Good communicator with all levels of individuals.	Essential
Ability to interact and participate in Training issues	Essential
Prepared to undergo formal training when required	Essential
A good team worker.	Essential

<b>Analytical &amp; Judgement Skills</b>	<b>Weighting (Essential or Desirable)</b>
Problem solving skills.	Essential
Full understanding of the “patient flow process” and how this affects performance reporting.	Essential
Ability to work under own initiative and unsupervised.	Essential

<b>Planning &amp; Organisational Skills</b>	<b>Weighting (Essential or Desirable)</b>
Able to work to deadlines and under pressure.	Essential
Flexible, adaptable, thorough and possess the ability to work as part of a team.	Essential

<b>Physical Skills</b>	<b>Weighting (Essential or Desirable)</b>
Advanced keyboard skills.	Essential

<b>Equality, Diversity, Inclusion and Trust Values</b>	<b>Weighting (Essential or Desirable)</b>
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

<b>Prepared by:</b>	Chris Benfield / Chris McAvoy
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