

“A great place to be cared for, a great place to work.”

2020110585CEP



**University Hospitals of
Morecambe Bay**
NHS Foundation Trust

**PERSON SPECIFICATION
Assistant Service Manager
Therapies**

Requirements	Essential	Desirable
Education and qualifications	Educated to degree level or equivalent healthcare or business management experience	
Experience	<p>Experience of delivering administrative and clerical services within healthcare Experience working in a customer focussed Environment</p> <p>Significant experience of staff supervision including recruitment, appraisals</p> <p>Capacity to meet specific operational targets and objectives</p> <p>Good IT skills, including experience of health information systems, Microsoft Office packages e.g. Excel, Outlook</p> <p>Demonstrable experience of data collection, analysis, presentation and report writing</p> <p>Demonstrable experience of ensuring data quality in information systems</p>	Proven ability to motivate a team to achieve goals
Skills, ability and knowledge	Have specialist knowledge of Department of Health policies and procedures (e.g. patient choice, 18-week, etc.) and lead the implementation within the department	

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	<p>Excellent interpersonal and communication skills</p> <p>Ability to develop and maintain professional working relationships with staff at all levels and from all backgrounds</p> <p>Ability to prepare reports using a variety of software packages and present in an easy to read format</p>	
Personal Qualities	<p>Highly motivated, diligent and conscientious</p> <p>Self-starter with the ability to work independently and as part of a team</p> <p>Ability to prioritise work according to changing priorities</p> <p>Ability to work cross-Bay as may be required.</p> <p>Ability to travel as required without relying on public transport.</p>	<p>Leadership and influencing skills</p>