

Person Specification

Job Title:	Associate Speciality General Manager	Division/Department:	Family Health	Band:	7
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Criteria	Essential	Desirable	Stage Measured at: A = Application I = Interview T = Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		A, I
Training & Qualifications	<ul style="list-style-type: none"> Post graduate (or equivalent) business or management qualification or significant experience in an operational business management role with well-developed business management skills 		A,I Professional Profile
Experience	<ul style="list-style-type: none"> Experience within the healthcare sector at a management level. Evidence of having achieved challenging healthcare/business targets Knowledge and understanding of secondary care funding regime – e.g. Commissioning, Payment by Results and Service Level Agreements. High level of computer literacy, including good knowledge of Microsoft Excel 	<ul style="list-style-type: none"> Experience of the line managing staff and human resource management, including management of sickness and performance Experience of managing healthcare resources Experience of Childrens services 	A,I

		<ul style="list-style-type: none"> • Experience of preparing costing and pricing models 	
Communication and Relationship skills	<ul style="list-style-type: none"> • Good communication skills, written and oral • Ability to lead successful teams • Ability to influence and motivate staff to deliver challenging targets • Ability to present complex data • Negotiating skills • Ability to manage conflict 		A,I
Analytical and Judgement skills	<ul style="list-style-type: none"> • Excellent problem solving skills using team when appropriate • Business & Patient focused • Information focused • Sensitive to clinical and political demands • Innovative thinker with the ability to cut through barriers to change 		A,I

Planning and organisation skills	<ul style="list-style-type: none"> • Excellent organisational skills • Record of effective pro-active performance management 		A,I
Physical skills	<ul style="list-style-type: none"> • Ability to sit at a computer for long periods of time 		A,I
Other requirements specific to the role (e.g. be able to work shifts/on call)	<ul style="list-style-type: none"> • Maybe required to travel between QMC & City Hospital Campuses 		A,I