

## **1. Person Specification – MNVP Business & Project Support Officer**

Requirements for each criteria under ‘Essential’ or ‘Desirable’ as appropriate are specified (A = Application and/or I = Interview)

<b><u>Attributes</u></b>	<b><u>ESSENTIAL CRITERIA</u></b>	<b><u>HOW IDENTIFIED</u></b>	<b><u>DESIRABLE CRITERIA</u></b>	<b><u>HOW IDENTIFIED</u></b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Educated to a degree level or hold equivalent experience in a relevant field (Administration, Health &amp; Social Care or Project Management)</li> </ul>	A		
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an NHS or Public Sector environment</li> <li>Experienced in a line management or supervision role</li> <li>Experience of working in partnership with health, social care and third sector organisations</li> <li>Experience of change management processes for quality improvement or service transformation</li> <li>Experience of writing complex action plans to support project activity, in the short, medium and long term</li> <li>Experience of planning activities which may require change and adjustment over time</li> <li>Experience of writing business cases or funding proposals</li> <li>Experience of developing and delivering training for induction on policies, processes and systems</li> <li>Experience of producing and delivering engaging presentations on complex or sensitive issues</li> </ul>	A  A  A  A/I  A  A/I  A/I  A/I  A/I	<ul style="list-style-type: none"> <li>Experience of working with volunteers, service users or people with lived experience</li> <li>Experience of local maternity or neonatal services professionally and /or personally</li> <li>Knowledge of coproduction and best practice approaches to supporting people with lived experience to coproduce activity as an equal partner</li> </ul>	A  A  A

	<ul style="list-style-type: none"> <li>• Knowledge of policies and drivers to improve maternity and neonatal care including Ockenden, CQC and NHSE 3yr delivery plan</li> <li>• Experience of setting up and implementing internal processes and policies</li> <li>• Experience of setting up and maintaining databases</li> </ul>	A  A/I  A/I		
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good administration and record keeping skills</li> <li>• Strong problem solving skills where there may be more than one viable solution to support change</li> <li>• Able to organise and facilitate meetings ensuring that the outcomes for the meeting are met, and all voices are heard</li> <li>• Able to motivate &amp; persuade others on best practice to deliver key programme objectives</li> <li>• Able to effectively analyse &amp; interpret performance data from a range of sources</li> <li>• Able to evaluate and justify whether a programme or service is on track to meet its objectives</li> <li>• Provide accurate, informative and creative reporting to demonstrate service impact on a regular basis</li> <li>• Able to use a range of IT packages including Sharepoint, MS Teams and Microsoft Office</li> </ul>	A/I A/I  A/I  A/I A/I A/I  A/I  A		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Tenacious approach with the ability to see creative solutions to problems</li> <li>• High level of attention to detail and accuracy</li> <li>• Strong commitment to team working</li> <li>• Commitment to personal development &amp; growth</li> <li>• The promotion of equality of opportunity</li> </ul>	A/I  A/I A/I  A/I		

	<ul style="list-style-type: none"><li>Enthusiatic about service improvements in maternity &amp; neonatal care</li></ul>	A/I		
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