

PERSON SPECIFICATION

POST: Research Delivery Business Manager

CATEGORY	CRITERIA	Weight (a)	Score (b)	Total (a x b)	HOW ASSESSED
Education, Qualifications & Training	Good Standard of education to minimum of 4 GCSEs including Maths and English (E)	3			Application form, certificates at interview
	Appropriate degree/diploma or equivalent level of experience (E)	3			
	Specialist knowledge relating to clinical research delivery including research finance management (E)	3			
E, Q & T total score:					
Experience	Significant and recent operational middle management experience involving budgetary, staff and service management in an acute hospital setting (E)	3			Application form and questions at interview
	Experience in the management and delivery of significant organisational change programmes (E)	3			
	Evidence of experience in developing and implementing service/business planning (E)	3			
	Experience of project management or work where specific time-limited objectives must be achieved (D)	2			

Experience total score					
Skills, Abilities & Knowledge	Leadership skills demonstrating ability to influence and negotiate successful outcomes (E)	3			Application form, questions at interview and/or test
	Ability to identify and apply at all levels appropriate and responsive communication mechanisms (E)	3			
	Proven ability to manage and work effectively as part of multidisciplinary team (E)	3			
	Able to demonstrate innovation with strong analytical skills (E)	3			
	Proven ability to manage within agreed resources (E)	3			
	Able to demonstrate knowledge of Information Governance (D)	2			
	Evidence of continuous personal development (D)	2			
S, A & K total score					
Total shortlisting score:					

Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria although falls short on minor aspects
- 1 points = partially meets criteria but falls short on key aspects
- 0 points = does not meet criteria

