

PERSON SPECIFICATION

POST TITLE: Assistant Operations Manager Band 8a		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
Royal Free World Class Values	<ul style="list-style-type: none"> Demonstrable ability to meet the Trust Values <i>Positively</i> welcoming <i>Actively</i> respectful <i>Clearly</i> communicating <i>Visibly</i> reassuring 	E	A / I
		E	A / I
Qualification	<ul style="list-style-type: none"> Minimum of 1st degree or equivalent 	E	A / I
	<ul style="list-style-type: none"> Management qualification/relevant experience 	E	A / I
	<ul style="list-style-type: none"> Evidence of continuing personal development 	E	A / I
Experience	<ul style="list-style-type: none"> Track record of successfully working in a multi-disciplinary team 	E	A / I
	<ul style="list-style-type: none"> Significant experience of working in the NHS in a junior management position 	E	A / I
	<ul style="list-style-type: none"> Staff management and supervision and leading a team 	E	A / I
	<ul style="list-style-type: none"> Introducing new ways of working 	E	A / I
	<ul style="list-style-type: none"> Experience of project management and ability to work to deadlines 	E	A / I
	<ul style="list-style-type: none"> Budget management experience including monitoring expenditure and 	D	A / I

	<p>identifying savings</p> <ul style="list-style-type: none"> • Experience and familiarity with business planning and preparation of business cases. 	D	A/I
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Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of national NHS policy and targets. 	E	A / I
	<ul style="list-style-type: none"> • Good interpersonal, oral and written skills including chairing team meetings, writing reports. Knowledge of Cerner / hospital IT systems/word processing/Microsoft office suite 	E	A / I
	<ul style="list-style-type: none"> • Numerate, with excellent analytical skills/ability to understand and produce statistical information to use in problem solving 	D	A / I
	<ul style="list-style-type: none"> • Ability to negotiate with and influence staff at all levels 	E	A / I
	<ul style="list-style-type: none"> • Ability to manage time/priorities 	E	
	<ul style="list-style-type: none"> • Understanding principles of budgetary management 	E	A / I A / I
	<ul style="list-style-type: none"> • Knowledge of current issues in the NHS 	E	A / I
	<ul style="list-style-type: none"> • Knowledge of capital procurement in the NHS 	D	A / I
Aptitudes, personal characteristics	<ul style="list-style-type: none"> • Well organised and practical with a logical, analytical approach to work. 	E	A / I
	<ul style="list-style-type: none"> • Pays careful attention to detail. 	E E	A / I A / I
	<ul style="list-style-type: none"> • Ability to work under pressure in a dynamic environment. 	E E	A / I A / I
	<ul style="list-style-type: none"> • Flexibility 		
	<ul style="list-style-type: none"> • Ability to work on own in pursuit of team objectives 	E	A / I
	<ul style="list-style-type: none"> • Positive and motivated 		