

Person Specification

Post: **Service Manager – Bury Primary Care Networks 8a**

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
Education / Qualifications	<ul style="list-style-type: none"> • A relevant health or social care qualification at degree level or equivalent. • Satisfactory record of continuous professional development • Evidence of further formal management study and / or management qualification 	<ul style="list-style-type: none"> • Formal management / leadership qualification 	<ul style="list-style-type: none"> • Application Form • Certificate(s) • Interview
Experience	<ul style="list-style-type: none"> • Significant track record of employment at a senior operational level delivering services. • Considerable experience in operational leadership roles • Evidence of leading service change • Experience of working in partnerships with other organisations to deliver services • Experience of managing financial resources at a senior level • Experienced appraiser and supervisor of staff • Experience in both health and social care • Experience as a practising professional in a mental health environment • Experience of working to objectives and meeting deadlines 		<ul style="list-style-type: none"> • Application Form • Interview

Knowledge	<ul style="list-style-type: none"> • Up to date knowledge of current national health agenda • Sound knowledge of clinical governance and effective systems. • An understanding of the role and its contribution to the overall Trust agenda • Knowledge and / or experience of policy development at national level. • Knowledge of management tools and organisational processes relevant to managing NHS resources • Knowledge of clinical governance and quality improvement • Good working knowledge of wider health and social care systems and structures 		<ul style="list-style-type: none"> • Application Form • Interview
Skills and Abilities	<ul style="list-style-type: none"> • Ability to analyse complex issues and identify potential solutions • Effective motivator with strong influencing skills and personal credibility • Highly developed communication skills • Ability to work in a high pressure environment with competing deadlines • Ability to implement policies and deliver services • Ability to interpret and use data relating to a clinical setting • Competent IT skills and ability to produce relevant management reports/ability to manipulate data • Evidence of well-developed management and leadership qualities. Ability to 	<p>Skills in planning, delivery and evaluation of training</p> <p>Skills in the area of audit and research</p>	<ul style="list-style-type: none"> • Application Form • Interview

	<p>effectively manage change.</p> <ul style="list-style-type: none"> • Ability to develop credibility with clinicians, practitioners and stake holders • Ability to lead, manage and motivate a team of experienced staff 		
Work Related Circumstances	<ul style="list-style-type: none"> • Participate in Trust Manager on Call rota • Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs • Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies • Appointments to regulated and controlled activities require an enhanced DBS disclosure. 		<ul style="list-style-type: none"> • Application Form • Interview

Dil Jauffur Nov 2021