

# Person Specification



## Job Title: Performance and Operations Manager – Cluster 2 NMSK

**North Bristol**  
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
<b>Education/Training/Qualifications</b>			
Educated to degree level or equivalent experience	A	X	
Post graduate qualification in healthcare management or equivalent evidence of continuing professional development (CPD)	A		X
<b>Work Experience</b>			
Significant experience of managing a range of staff in a major service	A, I	X	
Experience and understanding of budgetary management including contract income.	A, I	X	
Experience and proven ability in managing organisation/service change	A, I	X	
NHS or public sector experience at Band 6 or above	A, I		X
Excellent managerial, leadership and organisational skills, with ability to motivate and develop a multi-professional approach	A	X	
Management of waiting lists and performance.	A, I	X	
Acute sector operational experience	A, I	X	
<b>Knowledge/Skills/Abilities</b>			
Proven ability to communicate effectively and sensitively with a wide range of people and build credibility quickly.	I	X	
Knowledge of current NHS issues including performance targets	I	X	

Proven ability to analyse and resolve complex issues	I	X	
Ability to manage a post that will change and develop to meet the needs of the service	I	X	
Good interpersonal skills	I	X	
Excellent IT skills	A, I	X	
Ability to produce analytical reports.	A	X	
Ability to manage, motivate and develop people	I	X	
<b>Personal Qualities/Special Circumstances</b>			
Initiative and drive to achieve results	I	X	
Flexible and adaptable approach	I	X	
Resilient and proven ability to work under pressure to meet deadlines	I	X	
Ability to take the strategic view whilst giving attention to getting details correct	I	X	
Demonstrable ability to work as part of a team	I	X	
Mutual respect – treats others with courtesy and respect at all times	I	X	
Able to work autonomously, collaboratively and as part of a multi - professional team	I	X	
Experience of managing challenging situations and challenging relationships	I	X	
Demonstrate leadership abilities	I	X	