

PERSON SPECIFICATION

POST:

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
EDUCATION, QUALIFICATIONS & TRAINING	Masters or equivalent management qualifications	3	Application form, certificates at interview
	Specialist knowledge to post registration/graduate diploma level	3	
E, Q & T total score:			
KNOWLEDGE & EXPERIENCE	Significant and recent operational middle management experience involving budgetary, staff and service management in an acute hospital setting	3	Application form and questions at interview
	Experience in the management and delivery of significant organisational change programmes	3	
	Evidence of experience in developing and implementing service/business planning	3	
	Experience of project management or work where specific time-limited objectives must be achieved	2	
K & E Total Score			

SKILLS & ABILITIES

Leadership skills demonstrating ability to influence and negotiate successful outcomes

3

Ability to identify and apply at all levels appropriate and responsive communication mechanisms

3

Proven ability to manage and work effectively as part of multidisciplinary team

3

Able to demonstrate innovation with strong analytical skills

3

Able to demonstrate knowledge of Information Governance

2

Evidence of continuous personal development

2

Proven ability to manage within agreed resources

3

S & A 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



Outstanding Care, Outstanding Careers