

EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

Post Title	Patient Safety Collaborative (PSC) Programme Manager	Directorate/Department	Health Innovation Wessex (formerly AHSN)
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People with disabilities may apply for this post. Please specify in the box below if there are any physical or mental impairments/disabilities which may prevent performance of this post to an acceptable level. (Hiring managers may be asked what arrangements – if any, can be made to overcome disability i.e. provision of equipment or changes to the physical working environment / job tasks.)

Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

Interview	These criteria will be assessed during an interview, should you be shortlisted.
Application	These criteria will be assessed at shortlisting; therefore, anything not advised in your application can not be scored.
Presentation	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

Qualifications / training required			
Requirements	Assessment Method	Essential	Desirable
<ul style="list-style-type: none"> Degree-level qualification in nursing or midwifery, allied health / public health / social care, including professional registration e.g. NMC or HCPC registration where appropriate A Master's degree level or equivalent postgraduate qualification in relevant discipline Knowledge of the specialist work practices and/ or professional guidelines relevant to patient safety 	Application Form/Interview	X	

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<ul style="list-style-type: none"> Knowledge and experience of the NHS and local health and social service functions 			
<ul style="list-style-type: none"> Project Management training (e.g. PRINCE II) Institute of Health Care Breakthrough Series Training (or equivalent) Institute of Health Care Patient Safety Executive Course (or equivalent) Coaching / mentoring training 	Application Form/Interview		X
Previous or relevant experience necessary			
Requirements	Assessment Method	Essential	Desirable
<ul style="list-style-type: none"> Relevant Clinical experience Clinical Management experience Knowledge of the Patient Safety Strategy Patient Safety experience in an NHS or care setting Quality Improvement experience (using QI tools and techniques such as process mapping, PDSA cycles, run charts or equivalent) Project management experience in an NHS or care service setting Experience of integrated working across professional boundaries and involving several organisations 	Application Form/Interview	X	
<ul style="list-style-type: none"> Knowledge / experience of the priority Safety Improvement Programmes (in the Patient Safety Strategy) Ability to teach/facilitate the use of QI methodology 	Application Form/Interview		X

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<ul style="list-style-type: none"> • Experience in evaluating projects • Experience of organising/ managing events • Coaching / mentoring experience 			
Aptitudes and skills required			
Requirements	Assessment Method	Essential	Desirable
<ul style="list-style-type: none"> • Senior clinical skills e.g. professionalism, cultural awareness, effective communication, supervisor and patient advocate • Effective leadership and team building skills • Knowledge of issues, trends and opportunities for delivering improved health and care services in the relevant programme area • Skills in leading and advising on the development of a project plan • Experience of planning and organising the development and implementation of new initiatives and activities within specialist area of work • Ability to exercise judgement in developing, implementing and revising project plans • Ability to analyse and present project findings and engage with partner organisations in supporting projects • Use clinical knowledge and experience in managing sustainable change in clinical practice • Be a good team player and interact effectively to build and sustain effective relationships with clinicians and a multi-professional workforce 	Application Form/Interview	X	

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<ul style="list-style-type: none"> • Proven staff management and supervisory clinical and quality improvement skills • Proven communication skills, including ability to demonstrate influencing skills across hierarchies and disciplines demonstrated through representation of influencing, negotiating and presentation activities • Capacity to prepare and deliver project reports and presentations • Able to prioritise work and manage time effectively and complete agreed objectives within agreed standards and deadlines with a high degree of autonomy • Strong oral and written presentation skills • Strong problem solving capabilities • Ability to organise resources and establish priorities • Ability to develop, plan, and implement short and long range goals • Ability to develop and maintain record keeping systems and procedures • Understanding of Finance/ resource management • Proficient IT skills, with the ability to quickly adapt to new technologies, including demonstrating first class knowledge of MS Office Suite 			
<ul style="list-style-type: none"> • Commercially aware • A good understanding of risk management practices • Experience in engaging managers and practitioners in project development 	Application Form/Interview		X

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<ul style="list-style-type: none"> • Able to work with people from a wide range of professional disciplines • Experience of promoting findings and outcomes through a range of media and communication channels • Experience of holding budgets for project portfolios; monitoring budgets, and responsibility for budget planning for projects 			
Personal Qualities			
<ul style="list-style-type: none"> • Self-motivated, proactive and innovative • Adaptability/ flexibility to work in a changing environment • High levels of resilience • Able to work with a high degree of autonomy to deliver project outcomes in a timely manner • Effective communicator, team player and leader • Responsive and flexible attitude and approach 	Application Form/Interview	X	
Special requirements of the post			
Requirements	Assessment Method	Essential	Desirable
<ul style="list-style-type: none"> • Able to travel to sites across Wessex (preferably with driving licence and car) • Occasional flexibility in hours worked e.g. (may be occasional evening meetings) • Ability to work in a busy, open plan office 	Application Form/Interview	X	

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Values and behaviours			
Requirements	Assessment Method	Essential	Desirable
Able to demonstrate behaviours that meet the Wessex AHSN values and behaviours policy; Quality – People- Together <ul style="list-style-type: none">• Innovative• Inclusive• Collaborative• Achieving• Trustworthy and UHS Trust Values; <ul style="list-style-type: none">• Patients First• Always Improving• Working Together	Application Form/Interview	x	