

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	Business Manager	Directorate/Department	Div A
-------------------	------------------	-------------------------------	-------

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
First degree or equivalent professional qualification	Application form / Interview	X	
Evidence of post-qualification study/professional development (including working) with in an operational, financial or business planning area within the NHS or other relevant setting	Application form / Interview	X	
Advanced IT skills (MS Office)	Application form / Interview	X	
Leadership training	Application form / Interview		X
Management training	Application form / Interview		X
Project management qualification	Application form / Interview		X

Previous or relevant experience necessary

Requirements	Assessment Method	Essential	Desirable
Demonstrate capability and capacity for management within health services	Application form / Interview	X	
Staff and resource management experience	Application form / Interview	X	
Able to develop and implement policy, guidelines and projects	Application form / Interview	X	
Experience of contract management	Application form / Interview		X
Experience of performance management	Application form / Interview		X
Experience of change management	Application form / Interview		X

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.

Aptitudes and skills required			
Requirements	Assessment Method	Essential	Desirable
Excellent interpersonal and leadership skills	Interview	X	
Ability to prioritise completing work demands	Interview	X	
Ability to think and plan creatively	Interview	X	
Ability to analyse complex problems and to develop practical workable solutions to address them	Interview	X	
Excellent communication and negotiating skills	Interview	X	
Ability to interpret/analyse information and produce clear concise reports for a range of audiences	Interview	X	
Ability to demonstrate a good understanding of the changing NHS environment	Interview	X	
Ability to work independently, using own initiative	Interview	X	
Ability to lead, motivate, delegate and be a team player	Interview	X	
Experience of using Trust information software	Interview		X
Good information analysis skills	Interview		X
Evidence of preparing and delivering successful business cases	Interview		X
The ability to network and build relationships at all levels	Interview		X
Excellent presentation skills	Interview		X
Special requirements of the post			
Requirements	Assessment Method	Essential	Desirable
Able to be flexible and work according to the needs of the service	Interview / Application form	X	
Values and behaviours			
Requirements	Assessment Method	Essential	Desirable
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> • Patients First • Always Improving • Working Together 	Application and Interview	X	