

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	Programme Manager – Innovation Adoption	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.)

NA – no restrictions

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.

Physical requirements of the post			
Requirements	Assessment Method	Essential	Desirable
Health and physical abilities sufficient for the post (if necessary, with reasonable adjustments with respect to the Equality Act/ Disability Discrimination Act)	Application Form/Interview	X	
Smart and professional appearance	Application Form/Interview	X	
Sickness absence in line with Trust policy	Application Form/Interview	X	
Qualifications / training required			

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Requirements	Assessment Method	Essential	Desirable
Professionally qualified or a relevant degree, plus project management experience or equivalent experience in a relevant discipline	Application Form/Interview	X	
A Master's degree level or equivalent postgraduate qualification in relevant discipline or equivalent experience in a relevant discipline	Application Form/Interview	X	
Knowledge of the specialist work practices and/ or professional guidelines relevant to the Health Innovation Wessex area	Application Form/Interview	X	
Knowledge and experience of the NHS and local health and social service functions	Application Form/Interview	X	
Project Management training (e.g. PRINCE II)	Application Form/Interview		X
Management experience	Application Form/Interview		X
Previous or relevant experience necessary			
Requirements	Assessment Method	Essential	Desirable
Programme and Project management experience in an NHS or care service setting or equivalent experience in a relevant setting	Application Form/Interview	X	
Experience of integrated working across professional boundaries and involving several organisations	Application Form/Interview	X	
Experience of organising/ managing events	Application Form/Interview	X	
Effective leadership and team building skills	Application Form/Interview		X
Experience of quality improvement projects and/or methodology	Application Form/Interview		X
Experience in evaluating projects	Application Form/Interview		X
Aptitudes and skills required			
Requirements	Assessment Method	Essential	Desirable
Knowledge of issues, trends and opportunities for delivering improved health and care services in the relevant programme area	Application Form/Interview	X	

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Skills in leading and advising on the development of a project plan	Application Form/Interview	X	
Experience of planning and organising the development and implementation of new initiatives and activities within specialist area of work	Application Form/Interview	X	
Ability to exercise judgement in developing, implementing and revising project plans	Application Form/Interview	X	
Ability to analyse and present project findings and engage with partner organisations in supporting projects	Application Form/Interview	X	
Use professional knowledge and experience in managing project work	Application Form/Interview	X	
Be a good team player and interact effectively to build and sustain effective project teams	Application Form/Interview	X	
Proven staff management and supervisory skills	Application Form/Interview	X	
Proven communication skills, including ability to demonstrate influencing skills across hierarchies and disciplines demonstrated through representation of influencing, negotiating and presentation activities	Application Form/Interview	X	
Capacity to prepare and deliver project reports and presentations	Application Form/Interview	X	
Able to prioritise work and manage time effectively and complete agreed objectives within agreed standards and deadlines with a high degree of autonomy	Application Form/Interview	X	
Strong oral and written presentation skills	Application Form/Interview	X	
Strong problem solving capabilities	Application Form/Interview	X	
Ability to organise resources and establish priorities	Application Form/Interview	X	
Ability to develop, plan, and implement short and long range goals	Application Form/Interview	X	
Ability to develop and maintain record keeping systems and procedures	Application Form/Interview	X	
Understanding of Finance/ resource management	Application Form/Interview	X	

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Proficient IT skills, with the ability to quickly adapt to new technologies, including demonstrating first class knowledge of MS Office Suite	Application Form/Interview	X	
Commercially aware	Application Form/Interview		X
A good understanding of risk management practices	Application Form/Interview		X
Experience in engaging managers and practitioners in project development	Application Form/Interview		X
Able to work with people from a wide range of professional disciplines	Application Form/Interview		X
Experience of promoting findings and outcomes through a range of media and communication channels	Application Form/Interview		X
Experience of holding budgets for project portfolios; monitoring budgets, and responsibility for budget planning for projects	Application Form/Interview		X
Personal qualities			
Self-motivated, proactive and innovative	Application Form/Interview	X	
Adaptability/ flexibility to work in a changing environment	Application Form/Interview	X	
High levels of resilience	Application Form/Interview	X	
Able to work with a high degree of autonomy to deliver project outcomes in a timely manner	Application Form/Interview	X	
Effective communicator, team player and leader	Application Form/Interview	X	
Responsive and flexible attitude and approach	Application Form/Interview	x	
Special requirements of the post			
Requirements	Assessment Method	Essential	Desirable
Able to travel to sites across Wessex (preferably with driving licence and car)	Application Form/Interview	X	
Occasional flexibility in hours worked e.g. (may be occasional evening meetings)	Application Form/Interview	X	
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
<p>Able to demonstrate behaviours that meet the Health Innovation Wessex values and behaviours policy; Quality – People- Together</p> <ul style="list-style-type: none"> • Innovative • Inclusive • Collaborative • Achieving • Trustworthy <p>and UHS Trust Values;</p> <ul style="list-style-type: none"> • Patients First • Always Improving • Working Together 	Application and Interview	X	