

## 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.

<b>Post Title</b>	Associate Director Innovation Adoption	<b>Directorate/Department</b>	Health Innovation Wessex
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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.)

<b>Assessment Method Key</b>	
(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.)	
<b>Interview</b>	These criteria will be assessed during an interview, should you be shortlisted.
<b>Application</b>	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
<b>Presentation</b>	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
<ul style="list-style-type: none"> <li>Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to the Equality Act/Disability Discrimination Act).</li> </ul>	Application/Interview	X	
<ul style="list-style-type: none"> <li>Smart and professional appearance</li> </ul>	Application/Interview	X	
<ul style="list-style-type: none"> <li>Sickness absence in line with Trust policy</li> </ul>	Application/Interview	X	
Qualifications / training required			
Requirements	Assessment Method	Essential	Desirable

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• Master's degree or equivalent Postgraduate qualification in a relevant discipline or equivalent level of knowledge and demonstrable experience	Application/Interview	X	
• Management/leadership experience	Application/Interview	X	
• Knowledge of the specialist work practices and/ professional guidelines relevant to the Health Innovation Wessex area	Application/Interview	X	
• Knowledge and experience of the NHS and local health and social service functions	Application/Interview	X	
• Evidence of continued professional development	Application/Interview	X	
• Project Management training (e.g. PRINCE II)	Application/Interview		X
<b>Previous or relevant experience necessary</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
• Significant senior management experience in a health or social care setting or health facing commercial company.	Application/Interview	X	
• Senior experience at national/regional level involving influencing and leadership role in health sector. Good knowledge and networks at senior levels in NHS across Wessex area	Application/Interview	X	
• Extensive experience of large scale organisational change and strategic change management programmes, building effective working relationships across organisational boundaries	Application/Interview	X	
• Experience of interagency and partnership working with Primary and Secondary Care, Social care and voluntary sector	Application/Interview	X	
• Experience of motivating and managing multiple teams, including the ability to encourage self-initiative, good practice and the timely completion of projects	Application/Interview	X	
• Effective leadership and team building skills	Application/Interview	X	

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<ul style="list-style-type: none"> <li>Career experience in both a health and social care setting</li> </ul>	Application/Interview		X
<b>Aptitudes and skills required</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Intellectual ability to deal with complex issues/ ambiguity</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>Excellent working knowledge of NHS, higher education and social care sectors</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>Commercially aware, with the ability to identify opportunities for Health Innovation Wessex to extend its offer to industry, NHS and academic partners, including revenue generating opportunities</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>High level influencing skills across a complex range of local and national stakeholders with capacity to influence strategy and development</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>Extensive Programme/ project management experience</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>Ability to influence, motivate and encourage non-managed staff including clinicians</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>Ability to participate in wider strategic and operational issues, across a range of NHS organisations, respecting their individual confidentiality and business objectives</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>High level of resilience/ ability to think around blockages, listen to and understand reasons for resistance and modify approaches to taking programme forward in the light of reflections</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>Team player and leader / ability to lead multi-disciplinary teams, often with no formal line management authority over some team members (some of whom may come from outside the Health Innovation Network entirely)</li> </ul>	Application and Interview	X	

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• A coaching style demonstrating the ability to support the development of direct management reports, peers and partners	Application and Interview	X	
• Experience of promoting findings and outcomes through a range of media and communication channels	Application and Interview	X	
• Committed to own personal development in terms of knowledge, experience, skills and capabilities	Application and Interview	X	
• Able to prioritise with often conflicting demands on personal time and/ or time of team members	Application and Interview	X	
• Commercial ability to spot opportunities to grow AHSN business and impact and to help convert those into income generating/ impact spreading work	Application and Interview	X	
• Data - comfortable with using data/ analysing data and visualising data/ qualitative and quantitative	Application and Interview	X	
• Successful recruitment and support of small and flexible operational teams	Application and Interview	X	
• Budget preparation and management experience, evidence of effective budgetary control skill	Application and Interview	X	
• Capacity to prepare and deliver programme reports and presentations	Application and 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 and Interview	X	
• Strong oral and written presentation skills	Application and Interview	X	
• Strong problem solving capabilities	Application and Interview	X	
• Ability to organise resources and establish priorities	Application and Interview	X	
• Ability to develop, plan, and implement short and long range goals	Application and Interview	X	

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• Ability to develop and maintain record keeping systems and procedures	Application and Interview	X	
• Proficient IT skills, with the ability to quickly adapt to new technologies, including demonstrating first class knowledge of MS Office Suite	Application and Interview	X	
• Experience of developing strategic and operational partnerships between social care and health organisations or voluntary sector	Application and Interview		X
• Business development in a health service market place setting	Application and Interview		X
• A good understanding of risk management practices	Application and Interview		X
• Experience in engaging managers and practitioners in programme development	Application and Interview		X
• Able to work with people from a wide range of professional disciplines	Application and Interview		X
<b>Personal qualities/ temperament</b>			
• Self-motivated, proactive and innovative	Application and Interview	X	
• Adaptability/ flexibility to work in a changing environment	Application and Interview	X	
• Independent flexible and entrepreneurial thinker, capable of working with ambiguity	Application and Interview	X	
• Results focused and resilient in face of resistance	Application and Interview	X	
• Excellent promotion and communications skills in health and social care settings	Application and Interview	X	
• Empathy with clinical health service goals and values	Application and Interview	X	
• Highly developed ability to effectively influence business decisions and service delivery and achieve commitment and support through influence and personal integrity	Application and Interview	X	
<b>Special requires of the post</b>			

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Requirements	Assessment Method	Essential	Desirable
<ul style="list-style-type: none"> <li>• Able to travel to sites across Wessex (preferably with driving licence and car)</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>• Flexibility in hours worked e.g. (may be occasional evening meetings)</li> </ul>	Application and Interview	X	
<ul style="list-style-type: none"> <li>• Ability to work in a busy, open plan office</li> </ul>	Application and Interview	X	
<b>Values and behaviours</b>			
Requirements	Assessment Method	Essential	Desirable
Able to demonstrate behaviours that meet the health Innovation Wessex values and behaviours policy and UHS Trust Values; Quality – People – Together <ul style="list-style-type: none"> <li>• Innovative</li> <li>• Inclusive</li> <li>• Collaborative</li> <li>• Achieving</li> <li>• Trustworthy</li> </ul> UHS <ul style="list-style-type: none"> <li>• Patients First</li> <li>• Always Improving</li> <li>• Working Together</li> </ul>	Application and Interview	X	