

## PERSON SPECIFICATION FORM

*This form must be completed for each vacancy and e-mailed together with the job description, advert text and 'Request to fill a vacancy form' to your Recruitment Officer*

<b>POST</b>	New Hospitals Programme Director	<b>GRADE</b>			
			Programme Director		
<b>DEPT/WARD</b>	Finance & Investment				
		<b>Evidence sought from (tick)</b>			
Essential = E Desirable = D		<b>E or D</b>	<b>Applic'n form/CV</b>	<b>Interview</b>	<b>Test</b>
<b>EDUCATION/ QUALIFICATIONS</b>	Educated to degree level	E			
	Education to MSC Level	D			
	Formal Project Management Training	E			
<b>SKILLS/ ABILITIES</b>	Demonstrate the ability to assimilate highly complex, sensitive or contentious information	E			
	Demonstrate ability to present complex sensitive contentious information to large groups, both internally and externally including Trust Board, SHA, DH, PCT's	E			
	Highly developed negotiating skills	E			
	Demonstrate ability to make a range of complex decisions on project issues	E			
	Demonstrate an understanding of national guidance on PFI	E			
	Demonstrates an understanding of commonly used programmed techniques	E			
	Demonstrate highly effective time management skills	E			
	Demonstrate highly effective organisational skills	E			
	Demonstrate advanced I.T Skills	D			
	Demonstrate ability to monitor a complex contract	E			
	Demonstrate ability to communicate with patients and patient groups	E			
	Demonstrate ability to manage a large pay and non-pay budget	E			
<b>EXPERIENCE</b>	Previous experience of managing a large complex programme	E			
	Previous experience of managing an operational PFI project, both during construction and during operational phase	E			

<b>KNOWLEDGE</b>	Demonstrate excellent understanding of PFI process Demonstrate an understanding and national policy relations to patient care that may influence the programme Demonstrate an understanding of National NHS guidance and policy	E E D			
<b>OTHER REQUIREMENTS</b>	Demonstrate the ability to remain calm in highly charged situations Demonstrate flexibility in working practices Demonstrate ability to respond to change Demonstrate ability to communicate both in writing and verbally with a range of individuals and groups	E E E E			
<b>DRAWN UP BY (NAME)</b>	<b>Morag Jackson, reviewed by John Goulston</b>				
<b>TITLE</b>	<b>Programme Director</b>		<b>DATE</b>	<b>August 2006</b>	