**Person Specification**



|  |
| --- |
| Qualifications & Training – Essential Criteria |
| * Degree level in a business related discipline, or equivalent experience * Further management training/development to Post Graduate level, or equivalent experience * Record of continued professional development |
| **Qualifications & Training – Desirable Criteria** |
| * Project Management experience |
| **Experience – Essential Criteria** |
| * Significant experience in a managerial position, preferably within a Primary Care or Healthcare setting. * Significant experience in an operational service management position * Significant experience of managing staff, preferably within a NHS setting * Significant experience of budget management and understanding of financial systems * Significant experience of Systems management * Significant experience of Change management and service re-design * Working with staff at senior management level in the organisation * Working across organisational and professional boundaries * Production of high standard reports/papers * Development and management of work related systems |
| **Experience – Desirable Criteria** |
| * Experience of working in a dental environment * Working with computerised clinical & practice management software |
| **Knowledge – Essential Criteria** |
| * Knowledge of the NHS in Scotland, its structures, policies and strategic direction * Principles of governance and public accountability * Knowledge of HR policies and procedures |
| **Knowledge – Desirable Criteria** |
| * Knowledge of oral health strategies both local & national * Understanding of General Dental Services (GDS) regulations e.g. the Statement of Dental Remuneration (SDR) |
| **Competencies & Skills – Essential Criteria** |
| * Leadership skills including influencing, well developed listening and interpreting skills * Well developed problem solving and analytical skills * Proven ability as an effective communicator through a range of mediums, particularly written and verbal communication. * Good interpersonal skills including diplomacy and discretion * Effective leader and team player who can lead by example and work across a number of different teams. * Evidence of delivering change using project management techniques * Extensive knowledge of Microsoft Office, in particular Excel, Word and Access to audit efficiency, service improvement and performance management. * The ability to work both unsupervised and as part of a team * Self-motivation, enthusiasm and use of initiative * The ability to organise, motivate, develop and lead staff * The ability to prioritise one’s own workload and deal with numerous concurrent tasks within challenging timescales * Concern for, and understanding of, people and their rights * An adherence of both confidentiality issues and health, safety and environment issues in the workplace * Driving Licence and access to a car |
| **Competencies & Skills – Desirable Criteria** |
|  |
| Personal Characteristics and Other – Essential Criteria |
|  |
| **Personal Characteristics and Other – Desirable Criteria** |
|  |