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| NHS LANARKSHIRE PERSON SPECIFICATIONAcute Services Project Officer – Band 7 – NHSL06/0013 |
| Criteria | Essential | Desirable |
| Qualifications & TrainingLevel of education, professional qualifications, training and learning programmes/courses | First degree or educated to an equivalent level | Relevant professional qualification with evidence of continuing professional development Formal project management training Formal project management training using methodologies such as AGILE, PRINCE2, Management of Risk (MOR) or Association for Project Management (APM)  |
| ExperienceLength and type of experience, level at which experience gained | Proven track record of working in a senior position within NHS across multi professional groups and levels within an NHS organisation and across statutory and voluntary sector agenciesMinimum of 3 years’ experience in a management or equivalent position with extensive knowledge of policy and strategy | Experience of working in the Perioperative team or supporting services linking in with Perioperative servicesDemonstrable management experience of delivery of projects, ideally, in a technology implementation environmentProven experience of project management or change management and the use of skills to facilitate changeExperience of co-ordinating all Project Phases including Initiation, Design, Implementation, Transition and Support. Experience of organising and chairing meetingsExperience of using information for management purposes and in setting and monitoring targets and performance indicatorsExperience of working within the acute Healthcare environment and the process in NHS Scotland Knowledge and experience of delivering quality improvement initiatives e.g. the ability to analyse and redesign business processes to make best use of the people involved and enabling this with new technology as appropriate |
| KnowledgeDepth and extent of knowledge | Knowledge of project management methodology applied within an NHS setting and training, experience and/or qualification in an appropriate project management method such as Prince 2 | Good knowledge of methodologies and techniques for planning, monitoring and controlling projectsExperience and knowledge of delivering effective customer orientated servicesGood knowledge of budgeting and resource allocation procedures and effective financial management skillsAdvanced knowledge of stock management systems |
| Skills/AbilitiesRange and level of skillsi.e. communication (oral, written, presentation),planning/organisation,numeracy, leadership etc | Ability to work under pressure and use own initiative Ability to multi task and manage complex project simultaneouslyAbility to communicate at all levels in and across professional and organisational boundariesExcellent leadership and facilitation skills and ability to apply these in a range of settingsPrincipled leader and ability to apply leadership skills in a range of situationsIT skills i.e. Microsoft Office, Word, PowerPoint, Excel, Access and Outlook ExpressCapacity to extend IT skills through training i.e. on software for capacity and demand modelling and/or simulation | Good awareness and understanding of clinical IT systemsEvidence of excellent written and oral communication skillsEvidence of leading a team to incorporate a service improvement or development to improve patient access Excellent report writing and presentation skillsEvidence of excellent communication and negotiation/influencing skills as complex and sensitive negotiation, sometimes in emotive and hostile atmospheresEffective leadership skillsAbility to lead and create a clear common purpose amongst the members of the sub-project teams The ability to find ways of solving or pre-empting problemsConstructing pragmatic proposals for developing new initiatives that balance innovation and excellent modern methods within the resources available, and that have a clear change management plan |
| Specific Job RequirementsEnvironmental conditions, unsociable hours, car driver etc | Overseas applicantsPlease ensure that you are a registered member of any required professional body related to this role if applicable |  |
| Signed:  | Date:  |
| PRINT NAME:  | Designation:  |