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| NHS LANARKSHIRE  PERSON SPECIFICATION  Acute Services Project Officer – Band 7 – NHSL06/0013 | | | | |
| Criteria | Essential | | Desirable | |
| Qualifications & Training  Level 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) | |
| Experience  Length 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 agencies  Minimum 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 services  Demonstrable management  experience of delivery of projects, ideally, in a technology implementation environment  Proven experience of project management or change management and the use of skills to facilitate change  Experience of co-ordinating all Project Phases including Initiation, Design, Implementation, Transition and Support. Experience of organising and chairing meetings  Experience of using information for management purposes and in setting and monitoring targets and performance indicators  Experience 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 | |
| Knowledge  Depth 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 projects  Experience and knowledge of delivering effective customer orientated services  Good knowledge of budgeting and resource allocation procedures and effective financial management skills  Advanced knowledge of stock management systems | |
| Skills/Abilities  Range and level of skills  i.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 simultaneously  Ability to communicate at all levels in and across professional and organisational boundaries  Excellent leadership and facilitation skills and ability to apply these in a range of settings  Principled leader and ability to apply leadership skills in a range of situations  IT skills i.e. Microsoft Office, Word, PowerPoint, Excel, Access and Outlook Express  Capacity 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 systems  Evidence of excellent written and oral communication skills  Evidence of leading a team to incorporate a service improvement or development to improve patient access    Excellent report writing and presentation skills  Evidence of excellent  communication and  negotiation/influencing skills as complex and sensitive negotiation, sometimes in emotive and hostile  atmospheres  Effective leadership skills  Ability 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 problems  Constructing 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 Requirements  Environmental conditions, unsociable hours, car driver etc | Overseas applicants  Please ensure that you are a registered member of any required professional body related to this role if applicable | |  | |
| Signed: | | | | Date: |
| PRINT NAME: | | Designation: | | |