

**PERSON SPECIFICATION**

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| **Job Title** | Service Manager – Corporate Governance | |
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| **Job Reference** | 212103 |  |
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| **AfC Band** | Band 8B |  |

| **Requirement** | **Essential** | **Desirable** |
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| **QUALIFICATIONS** | Educated to degree level (or equivalent) with demonstrable experience in a relevant key specialist area in a large and functionally disparate organisation (preferably within a Corporate Governance leadership role). | Professional or managerial postgraduate qualification. |
| **TRAINING** | Management training, preferably in a Corporate Governance role | Specific training in Corporate Governance procedures with a thorough and detailed knowledge of relevant legislation and guidance, Minute Taking training, Report Writing training |
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| **EXPERIENCE** | Proven ability to address and solve complex problems  Significant experience in a management role, preferably in a Corporate Governance role, with proven skills in the management and development of multi-disciplinary high calibre staff in the delivery of a service and providing essential advice and guidance on relevant legislation and procedures.  Staff and team management skills required include planning, organising, delegating, appraisal and staff development.  Excellent written and verbal skills with the ability to determine and assimilate information quickly and provide advice and guidance on relevant legislation and guidance.  Experience in the development and delivery of a range of management functions using innovative and engaging techniques for a variety of audiences. Experience of undertaking quality assurance and impact assessment with advanced experience of leading and facilitating ongoing learning.  Significant experience of working with leaders in complex environments coupled with experience of collaborative working across a complex stakeholder environment.  Experience of negotiating and influencing change and practice beyond directly managed staff and staff in the organisation, requiring outstanding interpersonal, influencing and written communication skills. | Experience of internal audit procedures.  Experience of leading the provision of advice and guidance to senior staff and ensuring accuracy at all times.  Experience of leading a training and development programme at senior leadership or Board level.  Experience of providing advice and guidance to report authors presenting information to senior staff ie the senior leadership team and the Board and Committees  Experience of long term planning and project management.  Management of projects or groups and leading initiatives that require a deep knowledge of how Corporate Governance is embedded and a fully comprehensive governance framework established to ensure advice, guidance and support is available to the leadership team and the Board.  Experience of working with stakeholders (e.g. Scottish Government policy leads, clinicians) and/or project sponsors to define and develop clear, detailed specifications of requirements, using specialist knowledge and expertise for new developments in order to monitor government policy or support new national initiatives. |
| **PERSONAL QUALITIES** | Excellent communication skills, including the ability to analyse, simplify and present complexity into a way that can be understood across a wide range of settings and audiences, and the maturity to operate at all levels within the PHS.  Demonstrate a commitment to personal and staff development  Flexible approach with excellent problem solving skills and ability to meet deadlines and manage a range of priorities.  Flexible, adaptable, and innovative to ensure credibility with the Board, Executive team, our sponsors aswell as service users, management and policy communities, demonstrating the ability to understand their needs and concerns. |  |
| **GENERAL** | Proven experience and knowledge of the way in which NHSScotland currently provides services and the way this will evolve in the future, demonstrating an understanding of the way in which high quality information can support these services. | Wide ranging knowledge of the strategic direction and priorities for the NHS/PHS and have the necessary vision, experience and influencing skills to drive and deliver an effective Board Governance service. |
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