**JOB SUMMARY – Digital Learning Specialist**

## 1. ***Workforce Directorate***

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff.

The remit of the Workforce Directorate is to support the people infrastructure of NES and align to the Scottish Governments Everyone Matters: 20:20 Workforce Vision.

Educational solutions in support of the 20:20 Vision are delivered in collaboration with health boards, and in partnership with other colleagues across NHSScotland, Scottish Government Health & Social Care Directorates, Scotland's Colleges, Skills Development Scotland and other public sector agencies as appropriate to ensure that the education and training is informed by robust evidence.

The current 20:20 Workforce Priorities are defined within the NES Corporate Plan and our objective is to have a Capable, Sustainable, and Integrated Workforce; Effective Leadership and Management; and a Healthy Organisational Culture.

The Workforce Directorate works at national level and is key to the delivery of national priorities and the NES Strategic Framework. It has responsibility for:

- Both an internal and external service to support NHSScotland to gain the best value from the people who work within the NHSS.
- facilitating the implementation of the Scottish Government's Workforce Strategy Everyone Matters within NES
- a comprehensive People and Organisational Development strategy and service for the people who work for NES. This includes the provision of leadership and strategies for the Diversity, Workforce Planning, Staff Governance and Partnership Working agendas of NES.
- supporting with development of education and development policy and resources for NHSScotland Healthcare Support Workers (Estates & Facilities and Business & Administration staff) and supporting Scottish Government and NHSScotland Boards on the implementation of Scottish Government's Youth Employment Strategy.

- The Directorate is a key partner for Scottish Government in the delivery of its Talent, Leadership and Management and learning and development ambitions.
- a source of information, advice, educational solutions, and support to the wider NHS through links with Territorial Boards and the Scottish Government.
- a key role in facilitating a number of networks across the service that enables effective engagement in the development of education tools, resources and to advance both strategy and policy developments.
- Supporting the workforce of NES (to include trainees) and provides a comprehensive Human Resources service that includes learning and development, and strategic and operational leadership.
- Provides a comprehensive Human Resources and Organisational Development and Learning service to NES and externally to NHSScotland in the recruitment of medical and dental trainees and other vocational trainee groups.
- a range of organisational consultancy and training services to enable the organisation to lead itself effectively through significant organisational change; supporting the development of NES as a learning organisation, contributing towards the continuous performance improvement and development agenda of NES.
- support to the 20:20 priorities, and also provide strategic advice and guidance, and act as a centre of excellence to include the delivery of the human resources strategy for the NES Workforce.
- The Directorate also supports NES in all aspects of its Equality and Diversity responsibilities.

The Directorate aims to support NES with an exemplar level of service that complements Partnership Working, Employee Engagement, Staff Governance, Organisational Development, Recruitment & Selection, Job Evaluation, Appraisal, Performance Management, Policy Research, Development, Occupational Health & Safety, Training & Development, Employee Relations, Salary Administration and Occupational Health and Safety, Modern Apprenticeships, Organisational Change, Leadership and Development.

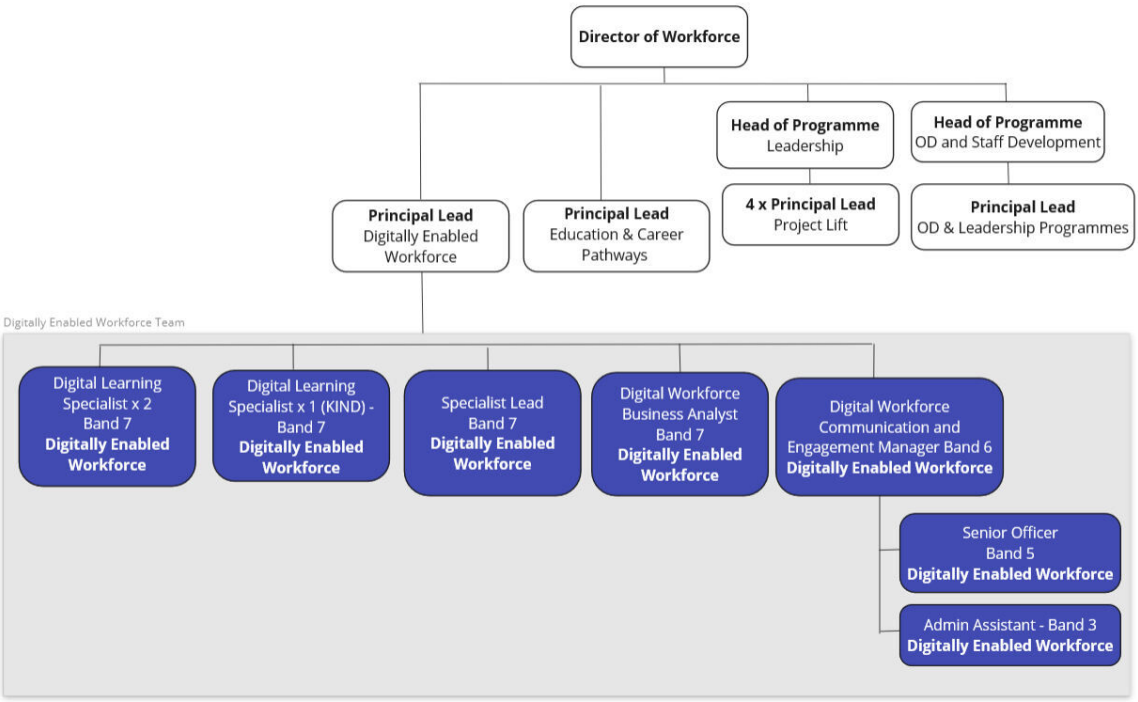
With an overall objective of providing educational solutions that enhance the workforce of the NHS Scotland.

Total Directorate staff (headcount circa 71)

Total Directorate budget – circa £3.8 million

Total staff/trainees recruited (March 16) - 1104

## 2. Organisation Chart




## 3. Job Role

This is a new and exciting opportunity to be part of a newly formed team that will influence and support developing the digital capabilities and technology deployment and adoption across Scotland's health and social care workforce. Digital technology has been essential in supporting health and care provision during the COVID-19 pandemic. Enabling the acceleration of digitally delivered services across the sector providing much needed support to people across the country. This has highlighted the need and further opportunities for continuing the momentum of digitally enabling the workforce. Therefore, Scottish Government is funding the role of Digital Learning Specialist reporting through NES Education for Scotland.

The Digital Learning Specialist will provide leadership and specialist input for specific education and other development programmes, projects and services that make up the portfolio of work arising from developing a digitally enabled workforce.

You will have a highly developed specialist knowledge in this field the ability to influence at the interface between intersecting areas of this work (for example technology enabled care and other forms of work in health and care requiring digital skills; developing digital leadership and capability of technical and non-technical staff; understanding and working to address cultural barriers to adoption of digital health and care solutions).

The role manages, facilitates and monitors the progress of projects and services which are delivered in partnership with multiple stakeholders within and out with NES, including directly

with Scottish Government, Local Government Digital Office, Scottish Social Services Council and Scottish Council for Voluntary Organisations.

You will be required to demonstrate initiative and show your creativity in finding solutions to problems, working with others to develop positive and productive relationships that balance a wide range of stakeholder needs, including NHSScotland, social care partners and other national agencies. Flexibility of approach and the ability to respond to emerging issues and challenges will be critical in this role, as will the credibility associated with expert knowledge and understanding around the key elements of leadership, culture and skills requiring development support in order to enable the spread and scale of digital health and care in Scotland.

## 4. Key Tasks

These will include but will not be limited to:

- Leading and managing design, development and delivery and / or commissioning of a range of educational and development programmes, interventions and resources, both face to face and digital, establishing project goals and work plans.
- Engaging and collaborating with a wide range of stakeholders within the National Digital Service, NHSScotland and partner agencies to develop and support the embedding of specific resources linked to current and developing national priorities.
- Establishing, implementing and evaluating strategies, including the use of relevant frameworks and education pathways, to ensure equity of access to education and appropriate learning and development opportunities across the Health and Social Care workforce around leadership, culture and skills for digital health and care.
- Coordinating the specification, production and delivery of high-quality digital learning resources and services. That are within budget, delivered on time and are fully accessible to all and in the appropriate style, tone and creative approach.
- Develop clear learning pathways for the progression of digital skills across the different levels of essential, operational and specialist digital data technology skills
- Identify existing and free resources that are there already for digitally upskilling and the workforce and collate into a central library for easy accessibility across Health and Social Care.
- Creation of and working with existing Digital Champions Groups and or other initiatives that develop digital skills and technology adoption.
- Supporting, where appropriate, the development, dissemination and sustainability of national guidance for development of digital leadership, culture and skills, through development of knowledge management strategies, supporting infrastructure and action plans.
- Contributing to the implementation of the Organisational, Leadership and Education Development department's frameworks and processes for ensuring the quality and impact of all programmes, projects and services.
- Contributing to departmental operational planning, and participate in in the department's commissioning process, ensuring the efficient and effective use of financial resources.
- Engage with public, voluntary and private sector organisations to keep up to date with latest digital learning technologies.

- Plan and monitor operational budgets for programmes and projects and contribute to the commissioning and procurement process, ensuring the efficient and effective use of financial resources.
- Line management responsibilities as required, including providing leadership, work programming supervision, professional development, appraisal and pastoral support.

## 5. What Knowledge, Skills and Experience Will You Bring...

- Experience of developing a digitally enabled workforce and how to close the digital skills gap.
- The demonstrated ability in closing the gap between technology used across the organisation and user adoption.
- Knowledge and experience of working with some or all these organisations and sectors HSCP, SSSC, NHS, eHealth, SSSC, Scottish Care, Housing, Care Homes, Public Health, SCVO, Local Govt Digital Office.
- Considerable experience in creating learning and development material.
- Experience of working collaboratively with key stakeholders across large organisations.
- Customer, patient, citizen focused with excellent relationship management, communication and negotiation skills.
- Previous experience of working with and or setting up a Digital Champions Group and/or other initiatives that develop digital skills and technology adoption.
- Expert knowledge of Office 365 and the applications within including the deployment and adoption of these across a large organisation.
- Experience of project management, business analysis tools, techniques and methodologies.
- An understanding of public sector, education and professional structures and processes along with knowledge of Scottish Policy.

# BAND 7 Specialist Lead

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

**Means of Assessment –** please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

| Factors | Essential | Desirable | Means of Assessment |
|---|---|---|---|
| **Key Leadership Behaviours** | • Inspiring<br>• Empowering<br>• Adaptive<br>• Collaborative<br>• Engaged and Engaging | | Application & Interview |
| **Education and Professional Qualifications** | • Degree level in relevant subject or equivalent experience.<br>• Postgraduate qualification in relevant subject, masters or equivalent experience. | | Application & Pre-Employment checks |

| | | | |
|---|---|---|---|
| **Experience/Training (including research if appropriate)** | • Public Sector knowledge.<br>• Demonstrable experience of financial management within a business (or related) environment.<br>• Experience in drafting and producing papers and publications.<br>• Experience in collection and analysis of qualitative and quantitative data.<br>• Experience and understanding of group dynamics and organisational change processes.<br>• Experience in designing and developing educational programmes.<br>• Experience of budget management. | | Application & Interview |

| | | | |
|---|---|---|---|
| **Specific Skills and Knowledge** | • Experience of budget management.<br>• Expertise in project management, business analysis tools, techniques and methodologies.<br>• Ability to work in a team.<br>• Innovative.<br>• Research and critical appraisal skills with the ability to disseminate complex, highly specialised information.<br>• In depth knowledge of information governance requirements in respect of sensitive personal data.<br>• Commitment to personal and professional development.<br>• Flexible approach to learning and problem solving.<br>• Excellent analytical and numerical skills.<br>• Presentation skills.<br>• Excellent IT and information management skills.<br>• Management. skills/experience in managerial role.<br>• Organisation/administrative skills.<br>• Ability to work with minimal supervision.<br>• Leadership, communication and interpersonal skills to include presentation, influencing, negotiation and complex report writing.<br>• Knowledge and experience of working with some or all of these organisations and sectors HSCP, SSSC, NHS, eHealth, SSSC, Scottish Care, Housing, Care Homes, Public Health, SCVO, Local Govt Digital Office.<br>• Experience of developing a digitally enabled workforce and how to close the digital skills gap.<br>• Expert knowledge of Office 365 and the applications within including the deployment and adoption of these across a large organisation. | | Application & Interview |

# Leadership Behaviours

**NHS Education for Scotland (NES)** assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

| | |
|---|---|
| **Inspiring** | Passionate about our strategic mission and about excellence; communicating purpose and vision with enthusiasm; innovative, and learning from success as well as setbacks |
| **Empowering** | Giving our teams space and authority to deliver outcomes; investing in learning and development; expecting top performance & dealing with occasions where this is not delivered; being approachable and open to constructive challenge |
| **Adaptive** | Respond flexibly to changing requirements and help others to do the same, recognising that required leadership and expertise may not always sit at the top of the hierarchy and actively encouraging good ideas/input from all levels. |
| **Collaborative** | Committed to working together, and across professional, clinical and organisational boundaries, internally and externally to achieve our objectives |
| **Engaged & Engaging** | Committed to our values, agreed ways of working and our strategic and operational direction; visible to stakeholders and to our teams; straightforward and honest in our communications |

# CONDITIONS OF SERVICE

| | | | |
|---|---|---|---|
| **TITLE:** | Digital Learning Specialist (Specialist Lead - Workforce) | **LOCATION:** | Flexible Base Location |
| **REPORTING TO:** | Principal Lead - Workforce | | |
| **GRADE:** | Agenda for Change Band 7 | **SALARY SCALE:** | £39,693 to £46,467 per annum |
| **HOURS AND DAYS OF WORK:** | Full time. Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900 | | |
| **JOB STATUS:** | Fixed term/ secondment opportunity to May 2023 | **NOTICE PERIOD:** | 4 weeks |
| **ANNUAL HOLIDAYS:** | 27 days rising to 29 days after 5 years service, rising to 33 days after 10 years service | **PUBLIC HOLIDAYS:** | 8 local/ Public Holidays per annum |
| **REHABILITATION OF OFFENDERS CLASSIFICATION:** | The 'exemption' status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from Disclosure Scotland at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt. | | |

**SUPERANNUATION:**

Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below;

| **Employee contribution rates 2020/2021** | | |
|---|---|---|
| Tier | Annual Pensionable Pay (Full Time Equivalent) | Contribution |
| 1 | Up to £18,936 | 5.2% |
| 2 | £18,937 to £23,228 | 5.8% |
| 3 | £23,229 to £28,891 | 7.3% |
| 4 | £28,892 to £56,266 | 9.5% |
| 5 | £56,267 to £79,801 | 12.7% |
| 6 | £79,802 to £117,960 | 13.7% |
| 7 | £117,961 and above | 14.7% |

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

***The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.***

# Band 7 Specialist Lead *or* Educator

## 1. JOB IDENTIFICATION

Job Title: **Specialist Lead or Educator***(Digitally Enabled Workforce)

Department(s): Organisational Leadership and Educational Development

Directorate: Workforce

Job Reference: JD04/H

Responsible to: Principal Lead (Workforce)

*** Operating Division**

## 2. JOB PURPOSE

The purpose of this role is to provide overall management for workstreams/projects by supporting, facilitating and monitoring the progress of these within and across sites. The postholder will support performance management whilst leading on a workstream/project area.

The postholder will have highly developed specialist knowledge in their field and at the interface between different fields. They are innovative, and have a responsibility for developing and changing practice and/or services in a complex and unpredictable environment.

The post holder will be required to working with/in consultation with colleagues within NES, NHSS and wider public service.

## 3. DIMENSIONS

The postholder will provide specialist support to their directorate, and where required other boards and NHSS. They will monitor, plan and manage the progress of projects and business investments.

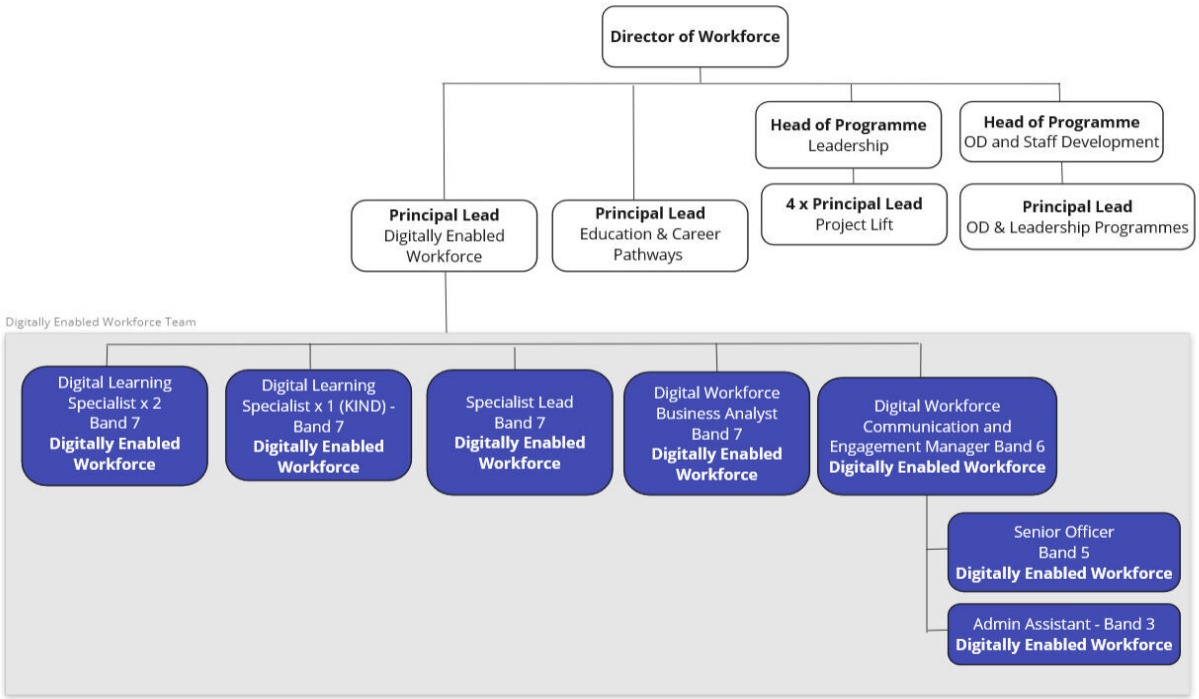
They will communicate business sensitive information/agreement or co-operation from NHS staff at all levels of the organisation as required.

The postholder will lead and develop initiatives in consultation of the key stakeholders, and will be guided by the current policies.

They may manage and develop colleagues and may have line management responsibilities.

The postholder will be required to assist in any other duties which are deemed reasonable to their role and band.

## 4. ORGANISATIONAL POSITION




## 5. ROLE OF DEPARTMENT

***Workforce Directorate***

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**6. KEY RESULT AREAS** (Key Result Areas convey **all potential** aspects of a job role. Key result areas will be further developed within the KSF outline with some being more relevant than others dependent on the current requirements for your role.)

- Research information for working groups/projects/services, including current guidance, research evidence, legislation, regulations and information which does not appear in standard published form (including project work, reports and ongoing research).
- Designing research strategies to provide new information to inform decision making by working groups.
- Contribute to NES national work corresponding with the postholder's specific professional expertise establishing project goals, timescales and work plans, collaborating with regional, clinical/non clinical staff and key stakeholders as necessary.

- Writing reports to formally record the achievement of project/service milestones and to plan and promote project/service initiatives.
- Conduct national research, involving designing research tools, collecting data, writing reports and disseminating findings.
- Provide highly specialised support (research and/or information) for senior members of staff.
- Contribute to the securing of internal and external funding where required
- Monitors and reviews financial information for the workstream to ensure that they are consistent with guidelines and to make recommendations for efficiencies and service redesign as an ongoing job responsibility.
- Identify, review/systematically review, critically appraise and interpret information to enable the development of evidence-based guidance.
- Present highly complex, specialist information where a range of options is available in a form that facilitates understanding, discussion and decision-making.
- Liaise with numerous and senior stakeholders from within and out with the organisation in respect to the development of systems and support for the implementation of complex projects.
- Develops and implements changes to policies within own area of expertise as well as proposing changes in conjunction with working groups which have wider impact on other workstreams
- Design, develop and implement various training practices/courses to staff within own area of expertise, as well as external stakeholders and the wider audience throughout the organisation.
- Plan, develop and design programmes at a variety levels within the area of expertise, within a project management structure.
- Support the implementation and review of multidisciplinary education initiatives.
- Line management responsibilities, including providing leadership, work programming, supervision, professional development and appraisal as required.
- Devise and/or collate background papers, briefs, reports and other material as appropriate to disseminate knowledge, experiences and outcomes for external and internal use.
- Demonstrating knowledge of the diversity agenda of NHS Scotland and NES and being aware of the impact of equality legislation within the training or knowledge management environment and ensuring the diversity agenda is at the core of all appropriate initiatives.
- To liaise with and inform policy makers, professionals and other relevant organisations to further policy and service development.
- Build partnerships with health and social care organisations to support them in embedding knowledge management in their culture, policy and practice – for example, through development of knowledge management strategies and action plans.

**7a. EQUIPMENT AND MACHINERY**

- A range of office, audio-visual and IT equipment
- PC for design, development and maintenance of IT solutions.
- Multi-function devices : scanners, copiers, printers, fax
- Telephone

- VC facilities
- Portable equipment (e.g. laptop, mobile phone etc)

**7b. SYSTEMS**

- Utilisation of current data and information systems relevant to role currently in use throughout the NES organisation.
- Use of complete MS Office suite of programmes.
- Use IT as directed, maintaining confidentiality.

**8. ASSIGNMENT AND REVIEW OF WORK**

- The postholder's activities will be generated by local and national strategies and priorities.
- The postholder has considerable freedom in meeting the requirements of the post.
- It is vital that the postholder is able to take initiative, develop, plan and organise a broad range of complex activities, direct groups within workstreams and make key decisions to contribute to an effective and efficient programme.
- The postholder is responsible for planning, prioritising and allocating their own work and has freedom to initiate implement and deliver outcomes within agreed framework. The postholder is expected to work independently and autonomously maintaining effective time management and prioritising tasks appropriately.
- Line management support is provided through regular meetings. A formal appraisal and personal development plan is agreed annually, with input as appropriate by other senior staff that the postholder will be working with. Annual objectives are agreed and the postholder is responsible for ensuring delivery of these objectives. There will also be ad-hoc meetings with the line manager to discuss issues as they arise.
- The postholder may have line manager responsibility.

**9. DECISIONS AND JUDGEMENTS**

- The postholder must demonstrate an ability to provide professional leadership in team decisions.
- They must be able to take responsibility for own work area making judgements involving complex facts or situations, which require the analysis, interpretation and comparison of a range of options.
- The postholder must assess, weigh and take steps to minimise and manage risk and be accountable for their own actions and the actions of their group, through effective leadership.

**10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Keeping up to date with changes in legislation and organisational procedures.
- Political awareness to be able to engage strategically and work operationally across organisational boundaries.

- Maintaining a high degree of autonomy and ability to direct own work.
- The requirement to work and manage detailed data.
- The ability to cooperate and collaborate with a range of people.
- Requirement to implement changes to systems and procedures in the face of opposition from some stakeholders.
- Collating, interpreting and reconciling information and opinions from a range of stakeholders, especially where these may be conflicting, analysing the options and producing detailed reports.
- Balancing conflicting priorities, forward planning and the interpretation of relevant complex information.
- Actively promoting the aims and objectives of the workstreams, while maintaining sensitivity to the learning cultures within a variety of NHS services.
- Communicating and negotiating effectively to take forward the diverse and complex range of workstream objectives with both service and NES stakeholders with reference and knowledge that they may have and their diverse objectives and demands.
- Critical analysis of design and methodology. This role will challenge the postholder in terms of reviewing vast sources of educational evidence, linking best practice with feasibility within a highly specific environment, and innovation regarding assessment methodology and implementation strategies.
- Excellent time management, an ability to be flexible in responses to changes, either as rapid advances or delays, in project milestones, working to tight deadlines and being able to anticipate and provide effective solutions to procedural or practical changes to planning in the implementation and evaluation of training/learning and development.

## 11. COMMUNICATIONS AND RELATIONSHIPS

- Operate to the highest level of impartiality, fairness and confidentiality, while providing a high degree of support.
- Require a high level of diplomacy, persuasion and influence in order to enable often very senior staff to adopt new or changing practice or overcome resistance to change.
- Excellent verbal, nonverbal, written and presentation skills. There will be frequent requirements to present complex and sensitive information to large groups in formal settings e.g. conferences, workshops and seminars as well as occasional presentation of difficult or controversial information. This may involve formal slide show presentations of facilitating group work.
- The postholder is frequently required to discuss project work effectively with a wide range of senior individuals within and outwith NES, and to communicate with a variety of outside agencies to gather information and material for reports and briefing papers. The postholder will provide and receive highly complex, sensitive and contentious information on a very frequent basis. Research enquiries often require a great deal of tact. Other information of a sensitive nature includes collating workforce data. In these cases, there is a particular requirement for accuracy along

with technical justification and rationale to accompany data.

- A particular emphasis of the post is being able to prepare and disseminate written information for a variety of audiences. The provision of advice and interpretation for complex information is a regular requirement of the post. These include the ability to assemble information for briefing reports; translating research data into working documents/writing for publication in academic and practice journals; preparing/advising others in presentations of information for conferences, seminars.
- Listen to, understand and communicate complex information from a range of sources, adopting effective questioning techniques to elicit a range of views
- Respond constructively and confidently to queries and complaints, negotiating with others in a way that suits the situation
- Evaluate a range of texts and write effectively for a range of contexts, situations, maintaining honesty, integrity and transparency
- Select, compare and discuss mathematical information from a range of sources and use appropriate mathematical method and tools to solve identified problems and assist with clinical trials, audits or research projects as required
- Work with others towards sharing goals, ensuring the team's goals are clear and achievable
- Demonstrate honesty, integrity, care and compassion when dealing with others, taking the lead on promoting personal and group health and safety procedures
- Assess the root cause of problems in complex and unpredictable environments
- Seek and evaluate different points of view to inform solutions, maintaining honesty, integrity and transparency
- Show interest in your work, developing, with the team, a clear purpose and work objectives
- Seek and value the contributions of others, managing and resolving conflict when appropriate
- Lead, support, value and motivate other members of the team, sharing information as appropriate to achieve high performance
- Understand your rights and responsibilities in the workplace including promoting equality of opportunity, valuing diversity and maintaining confidentiality, raising concerns relating to service provisions with more senior staff
- Make best use of resources including time, to achieve agreed goals for service delivery
- Take responsibility for your own actions and the actions of your team, reflecting on own practice and encouraging others to reflect on theirs
- View change as an opportunity and cope with uncertainty, assessing and managing risk.

## 12. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB

**Physical skills**

- Require advanced accurate keyboard skills in order to produce regular reports and

updates.

**Physical effort**

- Office conditions - light physical effort required.
- Training and facilitation presentations may require periods of standing.

**Mental effort**

- Training, facilitation and research requires creativity, knowledge, attention to detail and the requirement to update and maintain knowledge and skills. Working with multi-disciplinary teams can be challenging and can require empathy, tact and negotiation skills.
- Requires extended periods of concentration in analyses of information and preparation of various outputs e.g. reports, training information etc.
- Having to work on different programmes requires an in-depth approach and also understanding the breadth of issues impacting on the particular learning aspect of the programme/initiative.
- Work pattern is unpredictable and postholder will be required to switch tasks with no notice and to answer complex queries. Telephone calls and emails are a frequent cause of interruption and often result in a re-prioritisation of work due to unforeseen circumstances.

**Emotional effort**

- Negotiation with stakeholders on complex and sensitive matters.
- Communicating on partnership issues across organisational boundaries.
- Communicates complex, sensitive or contentious information to individuals, groups or large audiences.
- Managing change.
- The postholder is occasionally required to deal with emotive circumstances (e.g. highly controversial or complex issues during meetings).

**Working Conditions**

- Post based mainly within an office environment with long periods of daily use of Visual Display Unit however postholder may be required to visit educational establishments and practices where the environmental conditions might be different
- The post may demand some travel throughout Scotland.

## 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Degree level in relevant subject or equivalent experience
- Postgraduate qualification in relevant subject, masters or equivalent experience
- Science/Healthcare background
- Expertise in project management
- Demonstrable experience of financial management within a business (or related) environment
- Ability to work in a team
- Experience in drafting and producing papers and publications
- Research and critical appraisal skills with the ability to disseminate complex, highly specialised information
- Experience in collection and analysis of qualitative and quantitative data

- Innovative
- Experience and understanding of group dynamics and organisational change processes
- In depth knowledge of information governance requirements in respect of sensitive personal data
- Commitment to personal and professional development
- Flexible approach to learning and problem solving
- Excellent analytical and numerical skills
- Presentation skills
- Excellent IT and information management skills
- Experience in designing and developing educational programmes
- Management skills/experience in managerial role
- Organisation/administrative skills
- Ability to work with minimal supervision
- Experience of budget management
- Leadership, communication and interpersonal skills to include presentation, influencing, negotiation and complex report writing

| **14. JOB DESCRIPTION AGREEMENT** | |
|---|---|
| A separate job description will need to be signed off by each jobholder to whom the job description applies. | |
| Job Holder's Signature: | Date: |
| Head of Department Signature: | Date: |