



Person Specification

Job Title	Business Support Manager
Band	Band 7
Department	<i>Clinical Operations – A&E Ops</i>
Directorate	<i>Clinical Operations</i>
Location	The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally within the location of EEAST, or as set out under the terms of their contract.

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential / Desirable	Assessment
Qualifications	Educated to Postgraduate Level in relevant subject, ie Business Management, or equivalent level of experience of working at a similar level in specialist area.	E	A
	Further training or significant experience in Project Management, Financial Management or Supporting Change Management processes.	E	A
	Evidence of post qualifying and Continuing Professional Development.	E	A
	Full Driving Licence, valid in the UK and with no more than 6 penalty points.	D	A
Skills and Knowledge	Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders, and a broad range of stakeholders, as required.	E	A / T
	Experience of creating and giving presentations to a varied group of internal and external stakeholders.	E	A / I
	Ability to analyse very complex issues where material is conflicting and drawn from multiple sources.	E	A / I



	Numerate and able to understand complex financial issues, combined with deep analytical skills.	D	A / I
Experience	Experience of managing risks and reporting.	E	A / I
	Experience of monitoring budgets and business planning.	E	A / I
	Experience of setting up and implementing internal processes and procedures.	E	A / I
	Demonstrated capability to plan over short-, medium- and long-term timeframes, and adjust plans and resource requirements accordingly.	E	A / I / T
Practical and Intellectual Skills, Personal Qualities, Abilities and Attributes	Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales.	E	A / I
	Experience of managing a team, with or without direct line management.	D	A / I
	Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support.	D	A / I
	The promotion of equality of opportunity and good working relations (providing practical leadership).	D	A / I
	Demonstrates a strong desire to improve performance and make a difference by focusing on goals.	D	A / I
EEAST Values and Behaviours	Evidence that personal behaviour reflects Trust Values.	E	A / I / T
<p>*Assessment will take place with reference to the following information</p> <p>A = Application form Certificate I = Interview T = Test C =</p>			