

Person Specification

Job Title: Place Planning and
Development Programme Manager

Division: OOHCC, Rugby Place

Job Requirements		Weighting
QUALIFICATIONS/ TRAINING <ul style="list-style-type: none"> • Level of education • Professional qualifications • Vocational Training • Post basic qualifications • Training and learning programmes/courses 	<ul style="list-style-type: none"> • Educated to degree level or evidence of equivalent study or knowledge and experience. 	E
	<ul style="list-style-type: none"> • Evidence of Programme/project Management training/qualifications to master's level or equivalent. 	E
	<ul style="list-style-type: none"> • Evidence of post graduate training or education or work-based learning. 	E
	<ul style="list-style-type: none"> • Knowledge of a range of project management methodologies, acquired through post graduate diploma or equivalent experience or training, 	E
EXPERIENCE <ul style="list-style-type: none"> • Length and type of experience • Level at which experience gained 	<ul style="list-style-type: none"> • Proven experience of managing lifecycles of programmes of work containing multiple projects 	E
	<ul style="list-style-type: none"> • Proven track record of project management 	E
	<ul style="list-style-type: none"> • Proven track record of managing risk. 	E
	<ul style="list-style-type: none"> • Proven track record of managing cross linkages and interdependencies. 	E
	<ul style="list-style-type: none"> • Track record of innovation in transformation, developing new models of care and supporting innovative provider development 	E
	<ul style="list-style-type: none"> • Experience of implementation of complex programme delivery and conducting Gateways reviews 	E
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	<ul style="list-style-type: none"> • Proven experience of managing change and transforming services • Proven experience of managing the delivery of benefits and tracking the realisation of programme/project outcomes. • Proven track recording public and patient engagement in relation to service development and change • Demonstrable experience of utilising programme management methodologies • Experience of producing written documents including Board reports 	<p>E</p> <p>E</p> <p>E</p>
<p>SKILLS/KNOWLEDGE</p> <ul style="list-style-type: none"> • Range and level of skills • Depth and extent of knowledge 	<ul style="list-style-type: none"> • Able to use programme/project/transformation methodologies. • Able to describe strategic aims in simple terms and communicate contentious or sensitive information effectively to a range of audiences. • Able to interrogate and analyse complex and contentious information to support the delivery of clear project reporting and project outcomes. • Strong interpersonal skills and proven ability to develop, maintain and enhance relationships with a variety of stakeholders. • Excellent communication skills, ideally demonstrated through experience of writing management reports and project planning documents and through confidently communicating complex arguments and advising senior colleagues. • Able to manage conflict constructively and effectively. • Experienced user of excel, word and PowerPoint. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • Comprehensive understanding of national, regional and local health and social care policy • Understanding of models and good practice for excellent programme management and transformation methodology • Awareness of and committed to Equality and Diversity policies 	E
PERSONAL QUALITIES <ul style="list-style-type: none"> • Sometimes called attributes 	<ul style="list-style-type: none"> • Strong interpersonal skills and proven ability to develop, maintain and enhance relationships with a variety of stakeholders. • Excellent communication skills, ideally demonstrated through experience of writing management reports and project planning documents and through confidently communicating complex arguments and advising senior colleagues. • Able to manage conflict constructively and effectively. • Experienced user of excel, word and PowerPoint 	E E E E
OTHER JOB REQUIREMENTS <ul style="list-style-type: none"> • Physical attributes • Specific job circumstances such as unsocial hours • Special requirements such as car driver 	<ul style="list-style-type: none"> • Flexible, self-motivating and acts on own initiative. • Meticulous and enthusiastic that work is conducted to the highest standards. • Able to work with a great degree of flexibility and adaptability. • Assertive and professional • Committed to own personable continuing development. • Car driver 	E E E E E E