

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
<p>Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i></p>	<p>Educated to degree level plus specialist knowledge in project management to master's level or equivalent experience, willing to develop through continued professional development and working towards membership of a relevant professional institution.</p> <p>Must have highly developed specialist knowledge underpinned by theoretical knowledge in construction.</p>	<p>Essential (E)</p>	<p>Application Form (AF)</p>
<p>Experience / Skills <i>(Type and level of experience required to fulfil duties).</i></p>	<p>Must have Senior Management experience.</p> <p>Must be able to deal with highly complex facts and requiring analysis, interpretation, and comparison of options.</p> <p>Must be able to Plan a broad range of complex activities, including long term planning and organisation and for long term strategic plans.</p> <p>Will have experience of capital construction developments, can be from service capital planning backgrounds building and engineering background, however, must have experience of managing a multi-disciplinary team.</p> <p>Must have a working knowledge of capital planning and provide evidence of strong Project</p>	<p>Essential (E)</p>	<p>Application Form (AF) & Interview (Int.)</p>

	<p>Management experience including procurement.</p> <p>Preferably experienced or knowledge of Private Finance Initiative.</p> <p>Must have some working knowledge of Computer Aided Design systems.</p> <p>Must be commercially aware and have a sound understanding of running a large development function. Experience in working in a multi-skilled organisation.</p> <p>Demonstrate experience of capital developments and working with appointed Advisers and Consultants to the Trust from legal, financial and technical backgrounds.</p> <p>Must be willing to provide advice to new or less experienced employees in own work area</p>		
<p>Communication Skills <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i></p>	<p>Must be able to provide and receive complex information and have negotiating skills.</p> <p>Must be able to cope with frequent unpredictable pattern of interruptions requiring a high level of concentration.</p> <p>Highly developed written and verbal communication skills.</p> <p>Chairing project team meetings and presentation of project to Divisional managers and other users.</p> <p>Ability to operate at Senior Management level, articulate with practised and developed interpersonal communication skills.</p> <p>Able to cut through ambiguity and complexity and help others understand implications</p>	<p>Essential (E)</p>	<p>Application Form (AF) & Interview (Int.)</p>

<p>Flexibility <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently).</i></p>	<p>Must have a flexible management approach to enable formation and adjustment of plans and strategies.</p> <p>Must be able to work flexible hours, to get the job done on time and within budget and keep the team together. Industrious and versatile; able to prioritise work within imposed deadlines, be tactful and diplomatic.</p> <p>Should assist patients /clients /relatives during incidental contacts.</p>	<p>Desirable (D)</p>	<p>Interview (Int.)</p>
<p>Other <i>(Any other key issues not recorded elsewhere in JD or person spec).</i></p>	<p>Must be a corporate team player, have initiative and drive.</p> <p>Must be confident and a firm leader who exhibits presence, well organised and creative.</p> <p>Must have the ability to persuade, convince or influence others to gain support.</p> <p>Must have physical skills which standard driving and keyboard skills; use of some tools and types of equipment.</p> <p>Must be responsible for the purchase of some physical assets or supplies.</p>	<p>Desirable (D)</p>	<p>Interview (Int.)</p>

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

