

Recruitment person specification

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| Position title | Edinburgh Integration Joint Board Business Manager |
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Guidance on [how to complete a high quality person specification](#) is on the Orb.

Role requirements

Experience requirements

1. Experience of working in an environment with competing and conflicting priorities, deadlines, and workloads. **Essential**
2. Experience in analytical, influencing, negotiation and diplomacy skills across all levels. **Essential.**

Knowledge, skills and understanding requirements

3. Expertise in good corporate governance, internal control and risk management, through initiating, leading, facilitating and evaluating the development of systems and practices. **Essential**
4. Leadership skills enhanced by excellent behavioural competencies particularly those that relate to influencing and achieving change in a service environment (e.g. use of influencing strategies, persuasiveness, achievement drive, quality focus and patient / customer orientation. **Essential**
5. Project management skills, ranging from small projects to large scale projects. **Essential**
6. Excellent verbal and written communication skills with an ability to communicate well with staff at all levels. **Essential**

Qualifications and training requirements

7. Evidence of post graduate education in business /management at SCQF level 10 or equivalent demonstrable experience **Essential**
8. Expertise in good corporate governance, internal control and risk management, through initiating, leading, facilitating and evaluating the development of systems and practices. **Essential**

Job specific requirements

9. Wide range of knowledge and use of IT, skills and information systems. **Essential**