

NHS Lothian

Post: Edinburgh Integration Joint Board

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Understands and demonstrates the NHS Lothian's values of: quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes		A/I /P/R
Qualifications and Training	Degree in business or management discipline or equivalent demonstrable experience. Evidence of post graduate education in business/management at SCQF level 10 or equivalent experience.		A/I /P/R
Experience and Knowledge	Experience of working in an environment with competing and conflicting priorities, deadlines, and workloads. Experience in analytical, influencing, negotiation and diplomacy skills. Expertise in good corporate governance, internal control and risk management, through initiating, leading, facilitating and evaluating the development of systems and practices. Knowledge and understanding of operational governance processes, including assurance, business continuity planning and / or risk management process.		A/I /P/R



<p>Skills and/or Abilities</p>	<p>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.</p> <p>Project management skills, ranging from small projects to large scale projects.</p> <p>Excellent verbal and written communication skills with an ability to communicate well with staff at all levels.</p> <p>Experience working effectively as part of a team.</p> <p>Wide range of knowledge and use of IT, skills and information systems</p>		<p>A/I /P/R</p>
<p>Specific Job Requirements</p>	<p>Staff management experience.</p> <p>Excellent writing skills, with the proven ability to be clear, accurate, relevant and concise in own outputs and in the quality assurance of others' outputs.</p> <p>Experience of managing and monitoring budgets.</p> <p>Ability to present complex information confidently and professionally in a variety of ways (written and verbal) to colleagues, the EIJB and Committees, in formal and informal settings with the aim of presenting a clear case, assurance or influencing and negotiating the</p>		



	cooperation and understanding of others.		
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Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References

