

Recruitment person specification

Post being recruited for: **TEAM LEADER PLANNING**

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p><i>Experience of planning health and social care services</i></p> <p><i>Experience of delivering programmes and projects in a complex environment</i></p> <p><i>Experience with managing and analysing complex data and utilising this to make sound knowledge-based decisions</i></p> <p><i>Experience of managing staff and budgets</i></p> <p><i>Experience of writing reports and plans</i></p>	
Knowledge, skills and understanding	<p><i>Knowledge of the health and social care legislative and policy environment.</i></p> <p><i>Excellent communication and team building skills</i></p> <p><i>An in-depth understanding of service issues and problem resolution</i></p> <p><i>Knowledge and experience of project management methodologies</i></p>	
Qualifications and training	<p><i>Qualified to degree or postgraduate level or equivalent of training and experience in a relevant subject</i></p>	
Job specific requirements	<p><i>Ability to develop and manage excellent stakeholder relationships</i></p> <p><i>Ability to develop detailed service improvement plans</i></p> <p><i>Ability to operate with a high degree of autonomy</i></p> <p><i>Ability to develop and manage excellent stakeholder relationships</i></p>	