



PERSON SPECIFICATION

JOB TITLE	Project Manager
------------------	------------------------

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT (Application / Interview/ Assessment)
QUALIFICATIONS	Project Management qualification First degree	Registered qualification in health care or equivalent professional qualification in public health or social care fields	APPLICATION
KNOWLEDGE	Evidence of ongoing Continuing Development Previous experience of project leadership and delivery	Knowledge of the principles of change theory and management Knowledge of key elements of leadership and partnership working Awareness and interpretation of the national and local priorities and changing trends in palliative and end of life care-and how these relate to the work of EoLP	APPLICATION/ INTERVIEW/ ASSESSMENT
SKILLS AND PERSONAL ATTRIBUTES	Advanced interpersonal and communication skills that enable positive engagement and influencing behaviour with colleagues and a wide range of stakeholders Ability to foster and maintain productive and respectful working relationships Able to prioritise, evidence and manage outcomes Good time management and organisational skills, and ability to prioritise their own workload as well as that of others, including delegation Flexible working practice to meet the needs of the service	Demonstrate resilience to change	INTERVIEW/ ASSESSMENT/ PRESENTATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT (Application / Interview/ Assessment)
	<p>Ability to seek, initiate and facilitate the development of mutually beneficial professional and business relationships</p> <p>Acting in an empathic and compassionate way in relationships with others</p> <p>Ability to work strategically, innovatively and creatively</p> <p>Ability to lead and motivate staff; proven leadership skills</p> <p>Ability to negotiate and network with others to develop, lead and deliver service improvement projects and programmes</p> <p>Ability to work autonomously as well as team spirited</p> <p>Willingness and keenness to develop & progress own skills and performance and that of others in the team; challenging thinking and fostering debate</p> <p>Effective IT skills</p>		
EXPERIENCE	<p>Evidence of effective planning , coordination, leadership and management of projects including change management</p> <p>Experience of report writing</p> <p>Experience of leading and managing a team</p> <p>Initiation and delivery of audit and evaluation processes to achieve organisational outcomes</p> <p>Significant experience of cross boundary professional and multi-agency working</p>	<p>Experience of leading a programme of work, from initiation to completion –including a financial proposal and the generation of new business</p> <p>Experience of managing staff against HR policy/guidance</p> <p>Understanding of commissioning and performance management processes in the public/voluntary sector</p>	APPLICATION/ INTERVIEW

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT (Application / Interview/ Assessment)
	<p>Experience of facilitating learning and developing actions in response to significant events</p> <p>Ability to analyse and facilitate a system wide response to emerging palliative and end of life care issues</p> <p>Ability to support the monitoring and management of budgets</p>		
SPECIFIC JOB REQUIREMENT	<p>Demonstrates compassion and enthusiasm for the work of EoLP</p> <p>Confidence and flexibility to work across different partner organisations and geographical areas, whilst dealing with competing agendas and priorities</p> <p>Experience implementing relevant policies and guidelines</p>		INTERVIEW/ ASSESSMENT