

Person Specification

Job Title	Assistant Director of Information - Service Improvement and PMO		
AfC Band	Band 8c	Job Code	409-S6201063

Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation

Person Specification		Essential	Desirable	Assessment
Qualifications				
1	Degree or equivalent	X		A/C
2	Post – graduate qualification or equivalent, relevant IT/info related qualifications (e.g., PRINCE)	X		A/C
3	Masters degree level or equivalent		X	A/C
Knowledge & Experience				
1	Significant experience working in a Senior Service Improvement related role	X		A/I
2	Managerial experience of working with various IT systems	X		A/I
3	Significant experience of working with various IT systems	X		A/I
4	Experience of managing a departmental budget and the authorities associated with delegated financial limits	X		A/I
5	Experience of day-to-day management of staff including, recruitment, appraisals, performance management, training and personal; and professional development	X		A/I
6	Experience in the design and development of ad hoc reporting tools e.g., databases to meet the requirements of information users	X		A/I
7	Experience in the development of new and innovative tools and approaches in the analysis of data in supporting business decision making	X		A/I
8	Experience in the auditing of data quality	X		A/I
9	Experience in leading large scale successful Service Improvement projects and engaging clinical and non-clinical staff	X		A/I
10	Experience of being self-managing with a high degree of autonomy with regards to decision making on Improvement and PMO issues and broader business decisions	X		A/I
Skills				
1	Ability to collect, interpret and present outcomes from complex, sensitive and contentious information to a range of internal and external staff on a one to one and group basis	X		A/I
2	The ability to guide and influence operational and strategic decisions based upon the analysis and interpretation of epidemiological and other data	X		A/I
3	A high degree of exposure to acute NHS Trust clinical information systems from which data extracts are derived and analysis and interpretation of data is undertaken in support of business decisions	X		A/I
4	The ability to compare internal data with peer group data and identify and explain variances between internal performance and peer group performance on a one to one and group basis and draw opinions together to map a direction of travel based on the outcome	X		A/I
5	Ability to direct organisational managerial and clinical staff to specific Improvement issues which highlight anomalies or variances in operational performance	X		A/I
6	Lead the activities of the teams to meet required deadlines, to allocate resource appropriately, to prioritise completing workloads and to quality assure the outputs of others within	X		A/I

	the team			
7	Lead on the explanation to and education of others (managers and clinicians) in the application of statistical theories in the development and interpretation of data analysed	X		A/I
8	Lead on the development of improvement plans, across a strategic timeframe, accounting for issues including but not limited to changes in models of care, anticipated future guidance, peer group performance and epidemiological information, which may or may not be incomplete and therefore require individual judgement and a potentially high degree of uncertainty over the longer planning horizon	X		A/I
9	Ability to propose, develop and implement policies appropriate for the function and the broader organisation in the management, use and application of data in supporting care group and organisational decision making	X		A/I
10	Lead multi-professional groups in developing service improvement plans and new ways of working in line with national improvement methodologies and best practice	X		A/I
11	Ability to use multiple software applications to an expert level	X		A/I
Other				
1	Self-motivated	X		A/I
2	High degree of flexibility in the delivery of activity information in line with required deadlines	X		A/I
3	Tenacious approach with regard to constructive challenge	X		A/I
4	Innovative thinker in the development of alternative delivery methods	X		A/I
5	Self-reliant and able to deal with a high degree of ambiguity	X		A/I
6	Self-directing	X		A/I
7	Completer finisher	X		A/I
8	Ability to concentrate on complex tasks and manage other work demands such as staffing issues	X		A/I
9	Flexibility around working hours notably around month end periods	X		A/I
10	High degree of self-awareness		X	A/I
11	Car owner		X	A/I