

## PERSON SPECIFICATION

**Post Title:** PCN Digital and Transformation Lead (Band 8a – subject to evaluation)

**Department:** Your Health Partnership

**Group:** Primary Care, Community and Therapies

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in general practice with a good working knowledge of general practice systems (including IT, digital and BI tools), processes, and procedures; or experience of successfully delivering change and improvement programmes in a patient (or customer) facing environment.</li> <li>• A track record of communicating and engaging with a wide range of staff and stakeholders; building excellent and trusted relationships.</li> <li>• Significant experience of using programme management and improvement techniques to drive change forward, including translating strategic objectives into tangible plans for delivery and following these through to benefits realisation.</li> <li>• Experience of interpreting national and/or system level policy and implementing this through local programmes of work.</li> <li>• Ability to extract, collate, visualise and use data and insight to both drive change</li> </ul>			
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	<p>and to understand and adapt programmes of work while in progress to allow learning to be integrated into delivery.</p> <ul style="list-style-type: none"> <li>• Ability to understand, interpret and present complex and/or sensitive information.</li> <li>• Experience of championing diversity and inclusion and promoting actions to make improvements to the experience of diverse groups, including promoting digital inclusion.</li> <li>• Experience of managing a team without direct line management</li> </ul>			
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to Degree level and Postgraduate level qualification in e.g. business / management / change or another relevant subject or equivalent level qualification or significant experience of working at a similar level in a specialist area</li> <li>• Qualification or equivalent experience in Programme and Project Management methodologies such as</li> </ul>			

	PRINCE2 (Practitioner level) and Managing Successful Programmes (MSP) <ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• An on-going commitment to improving NHS services for the benefit of patients.</li> </ul>		•	
<b>Management / Supervision / Coordination skills</b>	<ul style="list-style-type: none"> <li>• Decisions on a range of complex/highly complex project issues where there may be more than one course of action</li> <li>• Plan and organise a broad range of complex activities, formulating and adjusting plans accordingly</li> <li>• Develops a range of plans for performance and service improvements in new areas across the organisation</li> <li>• Managing and updating programme records, risk registers, trackers, project plans and documentation</li> <li>• Expert in project management, interpreting national guidance and implementation of best practice</li> <li>• Able to make sense of conflicting priorities and reach effective and efficient solutions</li> </ul>		•	

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<b>Written skills</b>	<ul style="list-style-type: none"> <li>• Experience in completing complex audits, surveys and data collection related to the programme</li> <li>• Able to interpret highly complex facts or situations requiring analysis, interpretation and comparison of a range of options</li> <li>• Ability to present information logically and concisely both verbally and in writing, including the ability to write reports and policies/procedures with clarity to ensure that complex messages are put across effectively</li> <li>• Good presentation skills and the ability to convey complex information and concepts in a way which is understandable to all</li> <li>• Ability to draw information from a range of sources in order to make a contribution to service development</li> <li>• Accuracy and attention to detail</li> <li>• Confident with Outlook, Word, PowerPoint and</li> <li>• Excel, Visio and MS Project</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Communication/Verbal skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills and an ability to engage successfully with a wide range of people at all levels within an</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	

	<p>organisation</p> <ul style="list-style-type: none"> <li>• Ability to effectively communicate unwelcome news to stakeholders</li> <li>• Credible to internal and external stakeholders</li> <li>• Good influencing and negotiating skills</li> <li>• Good communication skills</li> </ul>			
<b>Responsibility for financial and physical resources</b>	<ul style="list-style-type: none"> <li>• Experience of effective budget management, managing programme budget.</li> <li>• Experience of managing project governance</li> </ul>		•	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Quality Improvement tools or a willingness to engage in the Quality Improvement training offers available to support the Digital and Transformation Lead role</li> </ul>		•	
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Standard Keyboard skills</li> <li>• Requires a high degree of accuracy including the</li> <li>• use of Microsoft Office, Excel and MS Project</li> </ul>		•	
<b>Mental Effort</b>	<ul style="list-style-type: none"> <li>• Ability to work and make decisions autonomously, and to identify and act on challenges to move delivery forward,</li> </ul>		•	

	<p>potentially working to tight timescales</p> <ul style="list-style-type: none"> <li>Ability to interpret qualitative and quantitative information from a range of sources and present it in a clear and concise way to stakeholders</li> </ul>			
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>Office conditions</li> <li>Requirement to travel between locations within with the network.</li> <li>Must have the ability to respond promptly to the need to travel and be flexible in terms of prioritisation of tasks and developments.</li> <li>VDU user for most of day</li> </ul>		•	
<b>Emotional Effort</b>	<ul style="list-style-type: none"> <li>Rare exposure to emotional circumstances</li> </ul>		•	
<b>Other</b>	•		•	

### **Notes on completion**

Please complete only the criteria that are relevant to the post otherwise leave blank.

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.



How tested: AF - Application Form  
I - Interview  
P - Presentation  
T - Test

If you have any queries please contact your Group/Directorate Human Resources Manager