

### Person Specification

<b>Job Title</b>	Assistant Director of Information		
<b>AfC Band</b>	Band 8c	<b>Job Code</b>	409-S6198852

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

Person Specification		Essential	Desirable	Assessment
<b>Qualifications</b>				
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	Master's degree level or equivalent		X	A/C
<b>Knowledge &amp; Experience</b>				
1	Significant working in a senior information related role	X		A/I
2	Significant experience of working with various IT systems	X		A/I
3	Experience of managing a departmental budget and the authorities associated with delegated financial limits	X		A/I
4	Experience of managing high performing multi-disciplinary teams	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 collation and reporting 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 specific information projects and engaging clinical and nonclinical staff	X		A/I
10	Experience of being self-managing with a high degree of autonomy with regards to decision making on informational issues and broader business decisions	X		A/I
<b>Skills</b>				
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 reporting 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 information issues which highlight anomalies or variances in performance	X		A/I
6	Lead the activities of the information department to meet required deadlines, to allocate resource appropriately, to prioritise completing workloads and to quality assure the outputs of others within the team providing information	X		A/I

7	To support on the development of corporate activity plans, both demand and supply side, 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
8	Ability to propose, develop and implement policies appropriate for the information function and the broader organisation in the management, use and application of activity data in supporting organisational decision making	X		A/I
9	Lead multi-professional groups in new ways of collating, understanding data in line with required guidance and changes in national policy and best practice	X		A/I
10	Ability to use multiple software applications to an expert level	X		A/I
11	Self-motivated	X		A/I
12	Tenacious approach regarding constructive challenge	X		A/I
13	Innovative thinker in the development of alternative delivery methods	X		A/I
14	Self-reliant and able to deal with a high degree of ambiguity	X		A/I
15	Self-directing	X		A/I
16	Completer finisher	X		A/I
17	Ability to concentrate on complex tasks and manage other work demands such as staffing issues	X		A/I
18	High degree of flexibility in the delivery of activity information in line with required deadlines	X		A/I
19	High degree of self-awareness		X	A/I
<b>Other</b>				
1	Flexibility around working hours notably around month end period	X		A/I
2	Car owner		X	A/I