

**Person Specification Programme Manager -Anaesthesia Associates**

**Vacancy Ref:**

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| Criteria  | Essential/ Desirable  | Application Form/ Supporting Statements/ Interview \*  |
| To convey an appropriate rationale and intreset in applying for this particular post | Essential | Application Form/Interview |
| Possession of a University degree or equivalent appropriate professional qualification (or significant relevant experience of work in a large and complex organisation)  | Essential  | Application Form  |
| Excellent communication, negotiation and networking skills and ability to initiate and manage relationships with stakeholders at all levels (internally and externally).  | Essential  | Supporting Statement/ Interview  |
| Successful experience of influencing and managing change whilst engaging with staff across a range of levels (including senior managers) and across organisational boundaries. The ability to engage and motivate individuals with programme and project deliverables. | Essential  | Supporting Statement/ Interview  |
| Proven ability to confidently produce, interrogate and analyse large data sets to meet a range of specified criteria  | Essential  | Supporting Statement/ Interview  |
| Proven ability to work with minimum supervision, prioritising activities effectively to meet tight deadlines and working flexibly in response to changing priorities and timescales.  | Essential  | Supporting Statement/ Interview  |
| Demonstrable project / programme management experience with a track record of delivering results based on objectives, working closely with project sponsors  | Essential  | Supporting Statement/ Interview  |
| Successful experience of making a positive contribution to a business transformation agenda in a higher education organisation or a similarly complex environment.  | Essential  | Supporting Statement/ Interview  |
| Experience of managing complex administrative functions within an HEI and/or NHS organisation settings | Essential | Supporting Statement/Interview  |
| Evidenced of recent professional development, relevant to the role | Desirable | Application Form |
| Possession of (or working towards) a project or programme management certification (eg. Prince 2) | Desirable  | Application Form/ Interview  |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.