

PERSON SPECIFICATION

JOB TITLE:	<u>Deputy Compliance Manager</u>
JOB BAND:	<u>7</u>

GUIDANCE FOR MANAGERS:

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

Qualifications & Education	Weighting (Essential or Desirable)
Educated to degree level or equivalent experience within the NHS	Essential
Evidence of continuing professional development	Essential
Governance/ Quality Improvement qualification	Desirable
Registered healthcare professional	Desirable

Knowledge and Training	Weighting (Essential or Desirable)
Knowledge of compliance and regulation principles, processes and frameworks	Essential
Knowledge of CQC standards and regulatory framework	Essential
Knowledge of the components of governance, risk management and assurance function	Essential
Knowledge of quality improvement methodologies	Desirable
RCA training	Desirable
Human factors training	Desirable

Experience	Weighting (Essential or Desirable)
Experience of working in a role with extensive focus on governance/ quality improvement in a healthcare environment	Essential
Experience of undertaking peer reviews/ inspections/ audits in a healthcare environment	Essential
Experience of report writing to provide assurance and instigate quality improvement activities	Essential
Experience of developing robust and effective action plans	Essential
Experience of working with senior/ executive level and multidisciplinary staff	Desirable
Experience of presenting complex and sensitive information to a variety of stakeholders	Desirable
Experience of leading on successful quality improvement initiatives and change projects	Desirable

Experience of managing staff	Desirable
Experience of training and presenting to audiences in excess of 20	Desirable

Communication & Relationship Skills	Weighting (Essential or Desirable)
Ability to communicate effectively and confidently with staff at all levels of an organisation	Essential
Ability to communicate highly complex and contentious information in an appropriate manner and overcome barriers in accepting or addressing information.	
Ability to build rapport with staff at all levels	Essential
Ability to communicate and build relationships with external stakeholders (i.e. CQC, ICB)	Essential
Ability to negotiate and influence staff at all levels/ professions	Essential
Well-developed interpersonal skills with the ability to work with a range of professionals	Essential
Ability to motivate staff to achieve shared objectives	Essential

Analytical & Judgement Skills	Weighting (Essential or Desirable)
Ability to collate, analyse and triangulate complex statistical and qualitative information for presentation and report writing.	Essential
Ability to form judgements based on analysis of complex, variety of information sources.	
Ability to solve complex problems and make decisions	Essential

Planning & Organisational Skills	Weighting (Essential or Desirable)
Ability to plan for short, medium and long-term and adjust plans to accommodate emerging issues.	Essential
Must be able to prioritise own work effectively and direct activities of others	Essential
Ability to plan and co-ordinate a multidisciplinary team	Desirable

Physical Skills	Weighting (Essential or Desirable)
Working knowledge of Microsoft Office (min. Word, Excel, Outlook, PowerPoint) with intermediate keyboard skills	Essential
Ability to design or develop systems to meet the needs of users at all levels	Essential
Must be able to participate in peer reviews for several hours at a time	Essential
Flexibility to work across sites	Essential
Flexibility to work outside normal office hours if required	Essential
Training and presentation skills	Essential

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential

Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued

Essential

Prepared by:

Date prepared:

Job evaluation completed:

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