

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Maternity Governance Lead
<b>JOB BAND:</b>	8A

### 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)
Evidence of degree level study / or equivalent experience within the healthcare setting	Essential
Masters level qualification, or equivalent experience working at a senior level	Essential
Registered Midwife	Desirable
Business/Project Management qualification, or/and significant demonstrable experience in an acute care environment	Desirable
Evidence of further professional and personal development	Essential

Knowledge and Training	Weighting (Essential or Desirable)
Completion of recognised training for RCA investigation	Essential
Knowledge and ability to use databases, Outlook, Word and Excel (Microsoft office) and DATIX.	Essential

Experience	Weighting (Essential or Desirable)
Proven ability to develop and communicate a long-term vision for patient safety and convert that into plans, objectives and deliverables for their organisation	Essential
Experience of driving improvement for the safety of patients and implementing change projects and quality improvement at senior/corporate level	Essential
Have knowledge and understanding of the Equalities Act 2010, including the importance of collecting and analysing data on	Essential

protected characteristics, and wider understanding of the impact of discrimination and bias on the safety of patients.	
Experience of leading/ working in a patient safety role (Governance in an acute NHS Trust)	Essential
Have previous experience / responsibility for clinical governance systems (NHS governance)	Essential
Significant demonstrable experience in senior management in health care (to include acute care)	Essential
Significant demonstrable knowledge of local and national patient safety policy and strategy	Essential
Ability/experience of collation and analysis of statistical and qualitative information for presentation to high level groups/committees	Essential
Proficient in the use of MS Office applications: Microsoft Word, Outlook, Access, Explorer, Powerpoint and Excel	Essential
Experience of effective working within a team and alone with minimum supervision	Essential
Experience of driving development and implementation of policy and strategy	Essential
Experience of working with patients/service/ stakeholders to improve quality of service	Essential
Experience in setting objectives and performance management and holding people to account	Essential
Experience in providing advice on complex professional and sensitive issues	Essential

<b>Analytical &amp; Judgement Skills</b>	<b>Weighting (Essential or Desirable)</b>
Ability to analysis complex data from multiple sources and make a judgement of gaps in assurance and required actions to mitigate risk	Essential
Ability to make determinations from external reports, data and feedback to identify actions to be taken and driven within the maternity unit	Essential
Able to make recommendations based on objective analysis & intellectual enquiry	Essential
Able to negotiate and influence at an organisational level and externally with a range of stakeholders at national and local level	Essential
Able to complete synthesis of multiple and complex data internal and external	Essential
Excellent abilities in concise and accurate report writing and presentation of information	Essential
Excellent verbal & written communication skills, at group, committee and board level	Essential
Excellent interpersonal skills with the ability to advise staff on specific / complex / clinically based / professional issues in relation to patient safety, this could be highly contentious	Essential
Excellent communication skills at all levels, confident when speaking in public and at large meetings (100+)	Essential
Experience of developing & delivering training programmes (small/ large groups/conference)	Essential

<b>Planning &amp; Organisational Skills</b>	<b>Weighting (Essential or Desirable)</b>
Able to self generate & manage own work load to meet the needs of organisation	Essential
Able to project plan and meet the set criteria and trajectories	Essential
Ability to prioritize and manage competing demands	Essential
Ability to manage multiple work streams in parallel to achieve outcomes	Essential

<b>Physical Skills</b>	<b>Weighting (Essential or Desirable)</b>
Able to work under pressure and able to respond quickly to changes in working practice	Essential
Punctual, reliable, flexible, and self-motivated in approach to duties	Essential
Good keyboard skills	Essential
Able to travel to all sites within the Trust and externally	Essential
Self motivated and enthusiastic	Essential
Good understanding of the factors that motivate staff	Essential
Able to work flexibly	Essential

<b>Equality, Diversity, Inclusion and Trust Values</b>	<b>Weighting (Essential or Desirable)</b>
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

<b>Prepared by:</b>	Claire Macdiarmid
<b>Date:</b>	November 2022
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	