

PERSON SPECIFICATION
East Lancashire Hospitals NHS Trust

POST TITLE: **Deputy Directorate Manager**

	Essential	Desirable	Measured by
Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent NHS experience 	<ul style="list-style-type: none"> Management qualification or working towards or Equivalent 	Application form and interview
Experience	<ul style="list-style-type: none"> Experience in a similar role with in depth knowledge of Business Administration systems and processes Experience of working within a multi-disciplinary team at operational and strategic level within the NHS Experience in undertaking presentations and public speaking Experience of effective change management 	<ul style="list-style-type: none"> Experience of working with / planning rota's / rosters. Experience leading people / teams. 	All Application form and interview
Physical Requirement	<ul style="list-style-type: none"> Able to work under pressure and meet tight deadlines. 		Interview Pre employment screening
Knowledge/Skills	<ul style="list-style-type: none"> Knowledge of current NHS agenda and targets. Proven, well developed IT skills to include knowledge of email, excel, power-point, desktop publisher and other relevant software Ability to translate and communicate complex data Demonstrable evidence of project management Keen to progress and achieve goals Track record of achievement 	<ul style="list-style-type: none"> Knowledge of / experience with electronic Healthcare systems e.g. PAS, EPTS etc. 	Interview Application Interview References
Personal Attributes	<ul style="list-style-type: none"> Excellent communication skills Presentation skills Completer/Finisher Team worker/player Quick to grasp new concepts 		All interview and references
Motivation	<ul style="list-style-type: none"> Self-Motivated 		Interview
Personal Circumstances	<ul style="list-style-type: none"> Maintains composure Flexible in terms of workload Accessible Access to transport for work purposes 		All Interview and references

