**Please amend as required to suit your organisational needs**

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| Classification: Official |
| Publication reference: PR1694\_iii |

Template Person Specification

25 August 2022, Version 0.1

# Band 6 – Legacy mentor

**Supporting evidence**

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

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| --- | --- | --- | --- | --- | --- |
| **Factors** | **Description** | | **Essential** | **Desirable** | **Assessment** |
| **Knowledge, Training and Experience** | Registered Health professional with significant experience  Educated to degree level, plus post graduate diploma or equivalent in a specific field, experience of working at a similar level in specialist area  Further training or significant experience in project management, financial management or supporting change management processes  Experience and understanding of evaluating and measuring the performance of health services.  Experience in communications and stakeholder management  Coaching experience and/or Mental Health first aid training  Intermediate knowledge of IT systems and software programmes such as Outlook, Word, Excel, PowerPoint and Access.  Previous experience in similar role in public sector  A good understanding of the health and social care environment and roles and responsibilities within it | | √  √  √  √  √ | √  √  √  √ | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Communication skills** | Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences  Evidence of success in efficient and effective planning and managing multiple workstreams  Skills for communicating on complex matters and difficult situations, requiring persuasion and influence.  Skills for nurturing key relationships and maintaining networks. | √  √  √  √ | |  | A/I  A/I  A/I  A/I |
| **Analytical** | Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issues  Problem solving skills and ability to respond to sudden unexpected demands  Strategic thinking – ability to anticipate  Attention to detail combined with the ability to extract key messages from complex analysis  Independent thinker with demonstrated good judgement, problem-solving and analytical skills  Takes decisions on difficult and contentious issues where there may be several options | √  √  √  √  √ | | √ | A/I  A/I  A/I  A/I  A/I  A/I |
| **Planning Skills** | Effective at planning own workload and prioritising to achieve targets. | √ | |  | A/I |
| **Management Skills** | Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support  Skills for managing multiple workstreams ensuring they meet financial targets. | √  √ | |  | A/I  A/I |
| **Physical Skills** | Skills for manipulating information  Significant knowledge of IT systems and software programmes such as Outlook, Word, Excel, PowerPoint and Access  Ability to travel to places of work that may not be accessible by public transport | √  √  √ | |  | A/I  A/I  A/I |
| **Autonomy** | Ability to work on own initiative and organise own workload without supervision working to tight and often changing timescales | √ | |  | A/I |
| **Equality and Diversity** | Understanding of and commitment to equality of opportunity and good working relationships | √ | |  | A/I |
| **Other** | Demonstrates the values and role models these for others  An ability to maintain confidentiality and trust  Used to working in a busy environment  Adaptability, flexibility and ability to cope with uncertainty and change  Commitment to continuing professional development  Professional calm and efficient manner  Effective organiser  Demonstrate a strong desire to improve performance and make a difference by focusing on goals. | √  √  √  √  √  √  √  √ | |  | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
|  | | | | | | |