**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 experienceEducated to degree level, plus post graduate diploma or equivalent in a specific field, experience of working at a similar level in specialist areaFurther training or significant experience in project management, financial management or supporting change management processesExperience and understanding of evaluating and measuring the performance of health services.Experience in communications and stakeholder managementCoaching 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 sectorA good understanding of the health and social care environment and roles and responsibilities within it | √√√√√ | √√√√ | A/IA/IA/IA/IA/IA/IA/IA/IA/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 audiencesEvidence 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/IA/IA/IA/I |
| **Analytical** | Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issuesProblem solving skills and ability to respond to sudden unexpected demandsStrategic thinking – ability to anticipateAttention to detail combined with the ability to extract key messages from complex analysisIndependent thinker with demonstrated good judgement, problem-solving and analytical skills Takes decisions on difficult and contentious issues where there may be several options | √√√√√ | √ | A/IA/IA/IA/IA/IA/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 supportSkills for managing multiple workstreams ensuring they meet financial targets. | √√ |  | A/IA/I |
| **Physical Skills** | Skills for manipulating informationSignificant knowledge of IT systems and software programmes such as Outlook, Word, Excel, PowerPoint and AccessAbility to travel to places of work that may not be accessible by public transport | √√√ |  | A/IA/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 othersAn ability to maintain confidentiality and trustUsed to working in a busy environmentAdaptability, flexibility and ability to cope with uncertainty and changeCommitment to continuing professional developmentProfessional calm and efficient mannerEffective organiserDemonstrate a strong desire to improve performance and make a difference by focusing on goals. | √√√√√√√√ |  | A/IA/IA/IA/IA/IA/IA/IA/I |
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