

PERSON SPECIFICATION

Job Title: Project Support Officer

	Essential	Desirable	Measured By
Qualifications	<ul style="list-style-type: none"> • Degree, professional registration, or equivalent specialist experience. • Evidence of continuing professional development. • PRINCE 2 Foundation or equivalent qualification or experience 	<ul style="list-style-type: none"> • Training in Lean/ Improvement Methodologies • Relevant financial qualification 	Application Form
Experience and Behaviours	<ul style="list-style-type: none"> • Experience in managing projects and delivering identified benefits. • Experience of working in a complex, multidisciplinary organisation. • Experience of working closely with a wide range of stakeholders. • Presentation: being articulate and skilled in presenting ideas to others. • Analytical: able to use and interpret complex information to make robust recommendations for evidence-based practice and decision-making. • Prioritisation: able to manage work of self to accommodate competing priorities and meet demands. • Motivating: able to motivate self and work autonomously as well as working effectively as part of the team • Able to facilitate workshops, meetings and engagement sessions. • Ability to work on their own initiative and prioritise their workload accordingly. 	<ul style="list-style-type: none"> • Experience of using NHS information, benchmarking data and hospital information systems. • Recent experience of working in the NHS or Health related environment. • Experience of ensuring active patient/customer participation in efficiency initiatives. 	Application form. Interview. References.
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • High level of computer-literacy: including creation and use of spread sheets, databases, charts, reports, presentations, and data analysis in formats that will enable informed decision-making, working with a high degree of accuracy. 	<ul style="list-style-type: none"> • Use of Project management software systems. • Knowledge of current NHS performance and service improvement initiatives and targets. 	Application form. Interview. References.

	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to work confidently with senior leaders. <input type="checkbox"/> Project management methodologies <input type="checkbox"/> Ability to demonstrate partnership working. <input type="checkbox"/> Ability to analyse, manipulate and present qualitative and quantitative data in a meaningful and persuasive way to a variety of audiences. 		
Specific Job Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Able to work across multiple sites <input type="checkbox"/> Responsiveness and positive approach to change. <input type="checkbox"/> Willingness to be flexible and adapt to meeting new demands. <input type="checkbox"/> Ability to accept uncertainty and adapt as necessary to get on with the job. Remain calm and focused under pressure. <input type="checkbox"/> Ability to lead as well as work as part of a team. <input type="checkbox"/> 		Application form. Interview. References.
Other	<ul style="list-style-type: none"> <input type="checkbox"/> Creative thinking. <input type="checkbox"/> Ability to work in matrix management. <input type="checkbox"/> Self-starter with strong interpersonal skills. <input type="checkbox"/> Ability to travel across the health community as required. 		Application form. Interview. References.