

### PERSON SPECIFICATION

The qualifications and/or experience needed to do the job must be clearly stated. If possible, relate experience to an equivalent level of qualification. Knowledge, behaviours, and skills should reflect those which are required to meet the responsibilities as stated in the Job Description.

**POST TITLE: Senior PMO Business Partner**

	Essential	Desirable	Measured By
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree, professional registration, or equivalent specialist experience.</li> <li>• Evidence of continuing professional development.</li> <li>• PRINCE 2 Foundation or equivalent qualification or experience</li> </ul>	<ul style="list-style-type: none"> <li>• PRINCE 2 Practitioner or equivalent qualification or experience</li> <li>• Coaching qualification</li> <li>• Formal training in Lean methodologies to an advanced level</li> <li>• Managing Successful Programmes</li> <li>• Relevant post graduate qualification</li> </ul>	Application Form
<b>Experience and Behaviors</b>	<ul style="list-style-type: none"> <li>• Experience in managing complex projects and delivering identified benefits.</li> <li>• Proven track record of leading service transformation.</li> <li>• Experience of working in a complex, multidisciplinary organisation.</li> <li>• Proven experience of leading a successful change management initiative.</li> <li>• Experience of successfully leading an effective team from diverse backgrounds.</li> <li>• Previous experience of working in a complex project environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the NHS or Health related environment</li> <li>• Working across complex organisational boundaries</li> <li>• Experience of initiating partnership working across organisational boundaries</li> <li>• Proven experience of successfully applying lean techniques to effect service improvement.</li> <li>• Experience of using NHS information, benchmarking data and hospital information systems.</li> <li>• Experience of ensuring active patient/customer</li> </ul>	Application form. Interview. References.

	<ul style="list-style-type: none"> <li>• Experience of working closely with a wide range of stakeholders.</li> <li>• Experience of training and coaching.</li> <li>• Problem solving: having the capacity to analyse problems in a logical and structured way using qualitative and quantitative information, supporting the generation of innovative solutions, and adapting approaches to problem-solving to achieve sustainable outcomes.</li> <li>• Experience of working in a successful programme management environment with the ability to effectively manage cross programme / project conflict and interdependencies.</li> <li>• Presentation: being articulate and skilled in presenting ideas to others. Able to prepare and produce concise and insightful reports for a broad range of audiences.</li> <li>• Analytical: able to use and interpret complex information to make robust recommendations for evidence-based practice and decision-making.</li> <li>•</li> <li>• Prioritisation: able to manage work of self and others to accommodate competing priorities and meet demands.</li> <li>• 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.</li> </ul>	<p>participation in transformation initiatives.</p>	
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	<ul style="list-style-type: none"> <li>• Motivating: able to motivate self and others and work autonomously as well as working effectively as part of the team.</li> <li>• Able to facilitate workshops, meetings, and engagement sessions.</li> <li>• Ability to work on their own initiative, managing a complex portfolio of varying workstreams and prioritizes their workload accordingly.</li> </ul>		
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable successful delivery of project outputs to required time, quality, and cost.</li> <li>• Knowledge of key project management principles and processes.</li> <li>• Excellent organisational skills with the ability to respond effectively to multiple priorities.</li> <li>• Excellent oral and written communication skills and the ability to communicate complex concepts and processes in a “user friendly” way.</li> <li>• Excellent interpersonal skills with the ability to communicate contentious and sensitive performance information and change requirements.</li> <li>• Ability to work in and with diverse, multidisciplinary groups to achieve objectives.</li> <li>• Ability to demonstrate leadership through people management skills and to manage conflicts arising from differing expectations and priorities across diverse groups.</li> <li>• Excellent decision making and analytical skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Project management software systems</li> <li>• Sound knowledge of current NHS performance and service improvement initiatives and targets.</li> </ul>	Application form. Interview. References.

	<ul style="list-style-type: none"> <li>• Excellent facilitation, leadership, and change management skills</li> <li>• Ability to lead as well as work as part of a team.</li> <li>• Political awareness – ability to understand the impact decisions on services and organisations outside the immediate scope of the project.</li> <li>• Manage resistance to change and the ability to deal positively with challenging situations.</li> </ul>		
<b>Specific Job Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of quality improvement tools and methodology.</li> <li>• Ability to manage a very demanding workload, diligently and successfully delivering activities accurately, and on time.</li> <li>• The ability to work constructively with clinicians and divisional management teams.</li> </ul>		Application form. Interview. References.
<b>Other</b>	<ul style="list-style-type: none"> <li>• Actively promote a culture whereby patients, staff, visitors, and colleagues are treated with respect and dignity, and lead by example.</li> <li>• Ability to travel across the health community as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of encouraging diversity of thinking as a means to promote positive change and fostering commonality</li> </ul>	Application form. Interview. References.