

## Person Specification

<b>Job Title:</b>	Head of Construction for Enabling Projects	<b>Division/Department:</b>	Corporate – Tomorrow's NUH	<b>Band:</b>	8d
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Criteria	Essential	Desirable	Stage Measured at: A = Application I = Interview T = Test
<b>Commitment to Trust Values and Behaviours</b>	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		A, I
<b>Training &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Professional knowledge acquired through degree, supplemented by specialist training to doctorate or equivalent level, leadership/management qualification or equivalent experience.</li> <li>Extensive knowledge of the NHS in the acute sector.</li> <li>Performance management skills.</li> <li>PRINCE 2 Practitioner Level.</li> <li>HM Treasury Better Business case training.</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduate Qualification</li> <li>Construction qualification.</li> <li>Membership of relevant professional body or chartered status.</li> </ul>	<b>A,I Professional Profile</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience within the Healthcare sector at a very senior manager level including responsibility for strategic <b>projects and programmes of change</b>.</li> <li>Proven track record of delivering to challenging targets.</li> <li>Experience of leading and managing programmes, with considerable experience delivering <b>large capital schemes in the healthcare sector</b></li> <li>Experience of business case development for large or complex capital projects including proven experience in writing business cases and of the work streams including Clinical Strategy, Workforce, IT and Estates.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and applied understanding of the context and challenges of leaders in health and health care settings</li> <li>Knowledge of the NHS.</li> <li>Excellent working</li> </ul>	<b>A,I</b>

	<ul style="list-style-type: none"> <li>• Experience of governance and business case approval processes.</li> <li>• Experience and detailed knowledge of financial analysis of major developments.</li> <li>• Considerable project management experience of delivering large capital schemes in the healthcare sector</li> <li>• Experience of managing and dealing with large construction and legal contracts.</li> <li>• Experience of negotiating with private companies.</li> <li>• General working knowledge of NHS business case process and approvals.</li> <li>• Knowledge of the New Hospital Programme</li> </ul>	<p>knowledge of MS Office</p> <ul style="list-style-type: none"> <li>• Experience of working in the construction industry.</li> <li>• Experience of commercial project management.</li> </ul>	
Communication and Relationship skills	<ul style="list-style-type: none"> <li>• Excellent communications skills, written and oral.</li> <li>• Ability to build successful teams.</li> <li>• Able to work collaboratively with partner organisations and regulatory authorities.</li> <li>• Ability to influence and motivate staff <b>at all levels</b> to deliver challenging targets.</li> <li>• Able to influence the direction and decisions of work streams, programme and project boards, services, contractors, the Trust Board and, as required, external stakeholders.</li> <li>• Ability to understand and present complex data in a simple understandable manner.</li> <li>• Proven negotiating skills and ability to communicate in challenging situations.</li> <li>• Ability to manage conflict</li> <li>• Accountable for outputs and management of a significant capital budget.</li> <li>• Manage own workload and use initiative to drive the project forwards.</li> <li>• Highly developed motivational, influencing and negotiating skills, with proven experience of success at the most senior levels of organisations and stakeholders.</li> <li>• Ability to manage conflict.</li> <li>• Effective communication skills and proven experience in being</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand and convey complex messages to a diverse audience at varying levels, including senior management, both within the Trust and in external organisations</li> </ul>	A,I

	<p>able to communicate in a clear and articulate manner using tact and diplomacy in managing difficult people and situations.</p> <ul style="list-style-type: none"> <li>• Ability to deal calmly and effectively in situations where there is resistance to messages being delivered and when the organisation that is being negotiated with is hostile.</li> <li>• Able to effectively use highly contentious information during commercial negotiations and in situations of major change.</li> <li>• Able to lead and gain buy in for changes to existing processes and deal proactively and effectively with change resistance.</li> </ul>		
<b>Analytical and Judgement skills</b>	<ul style="list-style-type: none"> <li>• Strategic thinking.</li> <li>• Excellent problem solving skills using team when appropriate.</li> <li>• Critically analyse highly complex financial, activity and other datasets and able to make appropriate judgements and decisions.</li> <li>• Business focused.</li> <li>• Sensitive to clinical and political demands.</li> <li>• Innovative thinker with the ability to cut through barriers to change.</li> <li>• Evidence of working with numerical data and ability to critically analyse, interpret and present complex, multi-stranded data in appropriate forms.</li> <li>• Ability to think laterally, identify and evaluate options and present workable solutions</li> <li>• Presents plans supported by reasoned argument and evidence.</li> <li>• Ability to understand complex legal contracts and trade off competing factors (e.g. risk and size of contracts) to determine the best approach to a situation</li> <li>• Ability to make judgements involving highly complex commercial information and using analysis, interpretation and comparison of a range of options</li> <li>• Ability to understand the risk to the Trust and use judgement to know when to escalate legal and contractual issues to get advice from external commercial advisers and/or lawyers</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• As a lead specialist within a programme of work, be able to apply analytical and critical reasoning skills to analyse highly complex</li> </ul>		<b>A,I</b>

	<p>facts including financial and clinical data and situations requiring interpretation and comparison of a range of options</p> <ul style="list-style-type: none"> <li>• Ability to constructively challenge the status quo to ensure the best outcome for patients and the organisation</li> <li>• Excellent problem solving skills</li> <li>• Focused on quality, productivity and prevention of issues</li> <li>• Sensitive to clinical and political demands.</li> <li>• Innovative thinker with the ability to cut through barriers to change.</li> </ul>		
<b>Planning and organisation skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisation skills</li> <li>• Ability to sustain high workload through times of service and organisational pressure</li> <li>• Ability to chair and/or participate actively in meetings, seminars and conferences</li> <li>• Performance management skills and techniques to enable accurate real-time progress reporting.</li> <li>• Ability to diagnose and take remedial action where programmes are slipping from their targets.</li> <li>• Able to work independently and on own initiative.</li> <li>• Develop business plans and strategies for developing commercial opportunities and exploiting opportunities with external partners.</li> <li>• Ability to work on own initiative/self-starter, but integrate within the team.</li> <li>• Ability to understand and work within the relevant policy constraints and establish the way that they should be interpreted and applied.</li> <li>• Ability to work under significant pressure, to short deadlines and manage conflicting priorities whilst continuing to deliver high quality work.</li> <li>• Work independently but know when to escalate issues to senior management/Board and when to brief them to keep them appropriately updated.</li> <li>• Ability to understand and work within the relevant policy constraints, keeping abreast of developments and changes in</li> </ul>		<b>A,I</b>

	<ul style="list-style-type: none"> <li>policy that may impact on construction or commercial activities.</li> <li>Proven record of pro-active performance management.</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Highest standards of personal integrity matched with openness to new ideas, concepts and ways of working.</li> <li>Evidence of self-awareness and ability/desire to enhance own and others performance and behaviour.</li> <li>Ability to work under pressure and to tight deadlines and on multi-faceted programmes or with levels of ambiguity.</li> <li>Ability to work as a member of a team, closely and harmoniously with others and actively seek to build effective and helpful relationships.</li> <li>The ability to act autonomously to develop solutions to complex multifaceted challenges whilst ensuring that any corporate operating models are followed and applied.</li> </ul>		<b>A,I</b>
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>Well-developed IT skills to manage and report on complex performance management information.</li> <li>Able to concentrate for prolonged periods on complex legal and commercial papers and during discussions and complex negotiations.</li> <li>Able to deal with interruptions that require immediate response.</li> <li>Ability to know when to challenge the conventional thinking in the Trust and be able to deal with it proactively and sensitively.</li> <li>Ability to deal with a wide range of people at all levels and with conflicting agendas.</li> <li>Light physical effort required – sitting, standing, walking, and driving.</li> <li>Able to often spend extended periods (up to a full day) sitting in one position working at a keyboard.</li> </ul>		<b>A,I</b>
<b>Other requirements specific to the role</b> (e.g. be able to work shifts/on call)	<ul style="list-style-type: none"> <li>Commitment to quality and continuous improvement.</li> </ul>		<b>A,I</b>