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Healthcare today.

# PERSON SPECIFICATION

## Band 6 Digital Project Facilitator

**Job Title:** Digital Project Facilitator

**Band:** 6

**Department:** Digital Transformation Team

**All candidates will be considered on their ability to meet the requirements of this person specification.**

E = Essential criterion for the role      D = Desirable criterion for the role.

Attributes/Skills	Key Requirements	Criteria (E/D)
Education/Qualifications	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> <li>Experience communicating and working at a senior level.</li> <li>Project management qualification (eg Prince 2 Foundation) or equivalent experience</li> <li>Training or experience in recognised quality / continuous improvement too</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



## Person Specification – Digital Project Facilitator

Experience	<ul style="list-style-type: none"> <li>• Excellent skills in using recognised improvement tools such as lean.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Good interpersonal, influencing and negotiating skills across a range of professional staff, external organisations, and other stakeholders.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Strong project management and organisational skills, including independent formulation of plans.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Proven presentation skills in a variety of situations, including training and implementation of tools that are unfamiliar to recipients.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to use initiative and judgement in deciding the best course of action where there may be several appropriate options.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Well-developed time management skills with an ability to deliver to multiple and conflicting deadlines.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Excellent communication, empathy and assertiveness skills, which are required to gain cooperation where there is resistance to change or a lack of commitment to a project.</li> </ul>	D
Knowledge	<ul style="list-style-type: none"> <li>• Advanced user of IT applications (such as MS Word, Access, Excel, and PowerPoint).</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Effective use of Office 365 / N365.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to use Project Management Software.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of training others in tools and techniques that may be unfamiliar to staff and where gaining commitment to their use is required.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Experience in writing reports.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience in working within a project management office environment</li> </ul>	D



## Person Specification – Digital Project Facilitator

	<p>supporting the delivery of a portfolio of projects.</p> <ul style="list-style-type: none"> <li>• Experience of managing multiple priorities and meeting deadlines under pressure.</li> <li>• Strong knowledge of project management methodologies, including experience of using these to successfully deliver projects.</li> <li>• Excellent knowledge of continuous improvement tools and techniques, including experience of using these to successfully deliver change.</li> <li>• Knowledge of the principles of change.</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Skills/Personal qualities</b>	<ul style="list-style-type: none"> <li>• Genuine desire for improvement of patient services.</li> <li>• Able to work independently and as part of a team.</li> <li>• Ability to motivate self and others.</li> <li>• Enthusiastic, proactive and self-reliant.</li> <li>• Resilient and capable of delivering whilst working under pressure.</li> <li>• Tenacious and with a strong track record.</li> <li>• Excellent organisational skills.</li> <li>• Flexible (must be willing to work across the Black Country).</li> <li>• Adaptable and resilient having a flexible approach to working within a rapidly changing environment.</li> <li>• Can motivate self and colleagues to think laterally and imaginatively about service development opportunities.</li> <li>• Clear leadership qualities.</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>



<b>Trust Behaviours</b>	<ul style="list-style-type: none"><li>• Be compassionate, empathetic and caring to everyone.</li><li>• Enable yourself and others to act with confidence and authority in order to achieve the best outcome for everyone.</li><li>• Work with others. Be inclusive by understanding and valuing others to achieve the best results for everyone and everything we do.</li><li>• Act with transparency and honesty; respect and value others to do the right thing at the right time for everyone.</li></ul>	
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