

PERSON SPECIFICATION

POST TITLE: Consultancy PMO		Essential (E) Desirable (D)	Assessed by: App Form (A) Interview (I)
Royal Free World Class Values	<i>Demonstrable ability to meet the Trust Values</i> Positively welcoming Actively respectful Clearly communicating Visibly reassuring	E	A/I
Qualifications	1. Educated to Master's Degree level or be able to demonstrate the equivalent level of relevant experience within a strategic, operational or project based environment. And/or, ideally working towards a professional, project management qualification. 2. Project management qualification 3. Evidence of professional development in data analysis and data visualisation	E E D	A A A
Experience	1. Experience of supporting the implementation and performance management of strategy and policy within a complex organisation 2. Knowledge & experience of project management in the design, development and implementation of change/transformation management 3. Knowledge & experience of organisational change or continuous improvement 4. Experience of training and facilitating group development and delivering training, education and development opportunities 5. Significant experience of working in an autonomous way, working within defined parameters to meet defined objectives and make rational decisions 6. Experience of working in a transformation/change environment with multiple stakeholders, across organisational boundaries and securing their engagement 7. Experience of influencing staff at all levels to ensure project objectives are owned by all members of the teams including users and stakeholders. 8. Experience of working across organisational boundaries and multiple services	E E E E E E E E D	A/I A A/I A A A/I A/I A A/I A/I

	9. Evidence of the ability to persuade teams to take on new ways of working and to consistently challenge the status quo	E	
	10. Experience of developing, monitoring and managing budgets	E	A/I A
	11. Evidence of successful delivery of financial and/or quality benefits within agreed timescales.	E	A
	12. Experience of working in complex clinical environments	D	A
	13. Ability to analyse and interpret complex data both numerical and verbal	E	A
	14. Experience of report writing	E	A
	15. Experience of working in healthcare or similar role and operating as part of a senior management team.	D	
	16. Demonstratable experience of designing and implementing office policies by maintaining and/or establishing standards and reporting procedures.	E	

Skills and Knowledge	17. Advanced analytical and judgement skills including understanding and application of complex statistical and numerical data.	E	A
	18. Proficient in the use of Microsoft products in particular Word, Excel and PowerPoint	E	A/I
	19. Experience in the use of project planning software e.g. MS Project	D	A
	20. Advanced communication skills both written (complex report writing) and spoken, including formal presentation / facilitation skills.	E	A/I
	21. Ability to gather and incorporate the views of service users into service change	E	A/I
	22. Ability to set out conclusions and recommendations clearly and concisely in a range of styles to reflect the needs of the audience.	E	A/I
	23. Ability to present effectively to large groups including senior staff and external professional bodies.	E	I
	24. Ability to influence, negotiate with, and motivate senior managers and clinicians	E	A/I
	25. Ability to manage and work through conflict situations	E	I
	26. Confidently facilitate workshops, generating enthusiasm and support from participants.	E	A/I
	27. Make clear rational decisions, exercising independent judgement in a professional and competent manner	E	A/I
	28. Ability to identify and manage risks.	E	A/I
	29. Ability to create a clear project plan and prioritise workloads and resource them in response to changing demands and requirements.	E	A/I
	30. Knowledge of the management of projects and be able to analyse complex financial and qualitative data in order to feedback findings in a concise and constructive manner.	E	A/I
	31. Knowledge and understanding of finance management within a large team environment to include but not limited to raising of PO's, invoices, and finance management/reporting are key attributes of the role.	E	A/I

Aptitudes, Personal Characteristics	1. Able to work with a great degree of flexibility, adaptability and initiative.	E	I
	2. Maintain a professional approach with a strong sense of quality and can lead by example.	E	I
	3. Self-aware, self-motivated, proactive and a team player	E	A/I
	4. Credible opinion former with strong influencing skills including in situations where the post holder does not have line management authority.	E	I
	5. Interact with a variety of organisational levels, adapting style accordingly.	E	A/I
	6. Enthusiastic and target-focused, with an ability to build effective working relationships at a number of levels.	E	A/I
	7. Proactive approach to managing performance and deadline	E	A/I
	8. Demonstrate a genuine commitment to uphold and promote equal opportunity, diversity, equity and inclusion	E	A/I
	9. Is a creditable and collaborative team player with a flexible approach	E	A/I