

PERSON SPECIFICATION FOR THE POST OF QUALITY MANAGER
Nursing & Quality Directorate

Attribute	Essential	How Identified	Desirable	How Identified
Dispositional attributes	<p>Ability to encourage and achieve change through the use of effective influencing and facilitation skills</p> <p>Ability to understand, evaluate and communicate complex issues where material is conflicting and drawn from multiple sources</p> <p>Highly organised with an ability to prioritise and have a logical approach to problem solving</p> <p>Highly motivated and have effective interpersonal skills</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p>		
Qualifications	Registered professional with a healthcare qualification	A	Evidence of relevant post registration qualifications, plus significant post registration experience at a Degree level or equivalent	A



**Nottingham and
Nottinghamshire**
Integrated Care Board

Skills	Ability to undertake data analysis and the presentation of information	A/I		
	Ability to act upon incomplete information, using experience to make inferences and decision making	A/I		
	Ability to write and present clear presentations and present information in a clear and concise manner	A/I		
	Ability to produce clear action plans and ensure delivery	A		
	Excellent programme and project management skills	A		
	Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required	A/I		
	Effective organisational and time management skills	A		
	Investigative skills	A		
	IT and standard keyboard skills and proficient in the use of software packages (word, excel, powerpoint)	A		
Experience	Numerate and able to understand complex financial issues combined with deep analytical skills	A		
	Significant experience of successfully operating in a politically sensitive environment	A/I	Experience of monitoring budgets and business planning processes	A

	<p>Experience of coordinating projects and internal processes and procedures in challenging environments</p> <p>Experience of creating and giving presentations to a varied group of internal and external stakeholders</p> <p>Experience of managing risks and reporting</p> <p>Experience of effecting positive change processes.</p> <p>Experience of drafting briefing papers and correspondence at SMT level</p> <p>Experience of monitoring the dimensions of quality</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A</p> <p>I</p>	<p>Experience of managing a team</p>	<p>A</p>
Knowledge	<p>Understanding and up to date knowledge of Integrated Care Systems</p> <p>Extensive knowledge of Quality Improvement approaches and methodologies</p>	<p>A/I</p> <p>I</p>	<p>Knowledge of project principles, techniques and tools, such as Prince 2 Foundation and Microsoft Project</p> <p>Knowledge of Financial Systems e.g. monitoring budget management, processing invoices and procurement</p>	<p>A</p> <p>A</p>