

PERSON SPECIFICATION

JOB TITLE:	Pharmacy Project and Performance Manager
JOB BAND:	Band 7

Qualifications & Education	Weighting (Essential or Desirable)
Educated to degree level or equivalent level of experience and knowledge	Essential
Improvement/Change Management Qualification or equivalent experience and knowledge	Essential
Formal Project Management qualification (Prince 2, MSP, Lean Six Sigma) or equivalent level of experience and knowledge in project management	Essential
Management/leadership qualification or equivalent experience in people management	Essential

Knowledge and Training	Weighting (Essential or Desirable)
Experience delivering complex change in a challenging organisational environment	Essential
Able to negotiate effectively for the prioritisation of work / project targets and resources	Essential
Evidence of Continuing Professional Development	Essential

Experience	Weighting (Essential or Desirable)
Working evidence of relevant local and national priorities e.g. Trust organisational objectives, Agenda for Change, Care Quality Commission and NHSLA standards, NICE	Essential
Experience in change management.	Essential
Experience of service and staff performance management	Essential
Experience of meeting targets and delivering objectives in a complex environment	Essential
Significant experience of governance, risk management and service improvement	Essential

Proven effective management and leadership ability	Essential
Experience of managing a multi-disciplinary team/services	Essential
Advanced analytical skills (Excel) with ability to present information, concisely and in a variety of formats.	Essential
Ability to work with sensitive confidential information	Essential
Experience in managing a budget and financial planning	Essential

Communication & Relationship Skills	Weighting (Essential or Desirable)
Strong written and verbal communication skills Able to produce reports, documents, project plans and present lead discussion on subject matter to a level commensurate with role	Essential
Has a strong commitment to openness, honesty, inclusiveness and high standards	Essential
Excellent interpersonal and influencing skill	Essential
Strong stakeholder skills	Essential

Analytical & Judgement Skills	Weighting (Essential or Desirable)
Experience delivering complex change in a challenging organisational environment	Essential
Ability to interpret and present complex and sensitive information at all levels of the organisation	Essential
Experience of writing business cases, service plans and policies appropriate to the service leading	Desirable

Planning & Organisational Skills	Weighting (Essential or Desirable)
Self-motivator, able to work under own initiative	Essential
Excellent planning and organisational skills with the ability to manage conflicting demands and meet deadlines and able to formulate plans and strategies adjusting as necessary	
Willingness to work flexibly and adapt to changing service and organisation needs	Essential
Emotionally intelligent, uses own judgement to respond appropriately to challenging situations	Essential
Ability to meet deadlines and work under pressure and prioritise effectively.	Essential

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	Helen Homer
Date:	June 2020
Job evaluation completed:	N/A
Job evaluation reference number:	N/A