**Person Specification Commissioning Manager**

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| **EDUCATION / QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| Professional qualification in Health, Public Health or Social Services  Educated to degree level  Knowledge of relevant legislation. | Postgraduate training in Management or Planning.  Familiar with IT systems using information for planning. | All essential qualification certificates must be presented at interview. |

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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience of work in a Health/Public Health/Social or Welfare setting.(Adults or Children) | Application / Interview /Assessment |
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| **KNOWLEDGE** | Knowledge of Valuing People and the objects to be met | Application / Interview /Assessment |
| Knowledge and understanding of anti-oppressive practice | Application / Interview /Assessment |
| Able to understand and use numerical information | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **SKILLS & ABILITIES** | Able to think and plan strategically. | Application / Interview /Assessment |
| Excellent communication skills | Application / Interview /Assessment |
| Able to influence people and promote change. | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Post qualification experience in Health and Social Care settings | Application / Interview /Assessment |
| Experience of managing staff. | Application / Interview /Assessment |
| Experience of negotiation | Application / Interview /Assessment |
| Experience of using information to plan. | Application / Interview /Assessment |
| **KNOWLEDGE** | Able to provide evidence of project | Application / Interview /Assessment |
| Able to demonstrate current or previous experience of working in partnership across agencies. | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **SKILLS & ABILITIES** | Confident in dealing with the media. | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Able to exercise personal judgement, aware of the sensitivity of context. |  | Interview / Assessment / Documentation |
| Focussed on customer centred services |  | Interview / Assessment / Documentation |
| Able to manage self with high degree of personal and professional integrity |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility