

## PERSON SPECIFICATION

<b>Title of Post:</b>		Assistant Director: Organ Donation	
<b>Location:</b>		The successful candidate will be expected to live within daily commuting distance of Watford	
CATEGORY	ESSENTIAL/ DESIRABLE	DESCRIPTION	ASSESSMENT
<b>Skills &amp; Abilities</b>	Essential	1. Strong leadership skills: able to lead, influence, negotiate and manage credibly; both in large groups and one on one. Able to establish personal credibility rapidly with a wide range of people.	Application & Interview
		2. Highly developed interpersonal and communication skills and able to represent the directorate on national platforms. Able to empathise with people and consider the impact of decisions on groups and individuals.	Application & Interview
		3. Excellent people management skills, able to manage large numbers of staff in a highly dispersed environment. Able to demonstrate an adaptable management style appropriate to the situation.	Application & Interview
		4. Able to make significant budgetary and management decisions autonomously or with limited input.	Application & Interview
		5. Ability to solve a wide range of complex work problems.	Application & Interview
		6. Able to demonstrate a strong focus on performance management, developing performance management systems and holding people to account for their performance.	Application & Interview
		7. Ability to review and assimilate a wide variety of information and draw systematic conclusions from the data.	Application
		8. Able to work effectively within an environment of changing practices and pressures and remain highly resilient.	Application & Interview
		9. Demonstrates excellent organisational skills and the ability to prioritise and complete workload demands, delegating where appropriate.	Application & Interview

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NHS Blood and Transplant is a Special Health Authority within the NHS, responsible for managing the National Blood Service, Organ Donation and Transplantation and Bio Products Laboratory.

Cross-Referenced in MPD/HUR/HR/001 Ref: No: 21/07/2009



<b>Knowledge &amp; Experience</b>	Essential	<ol style="list-style-type: none"> <li>1. Experienced senior operational manager in a clinical environment.</li> <li>2. Experienced in managing significant numbers of staff.</li> <li>3. Evidence of experience in successfully leading major change programmes.</li> <li>4. Evidence of influencing senior clinical staff to secure sustained change.</li> <li>5. Knowledge of clinical pathways and their usage.</li> <li>6. Knowledge of clinical governance and its application.</li> <li>7. Demonstrable experience of leading or participating in strategic planning.</li> <li>8. Knowledge of project management techniques.</li> <li>9. Demonstrates a working knowledge of computer packages eg word processing, spreadsheets, PowerPoint etc.</li> </ol>	<p>Application</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p>
	Desirable	<ol style="list-style-type: none"> <li>1. Experience of practice or management in a field relevant to organ donation or transplantation.</li> <li>2. Experience of managing staff across multiple locations.</li> <li>3. Experience of media interviews.</li> </ol>	<p>Application</p> <p>Application &amp; Interview</p> <p>Application</p>
<b>Training &amp; Education</b>	Essential	<ol style="list-style-type: none"> <li>1. Educated to degree standard.</li> <li>2. Clinical qualification.</li> <li>3. Evidence of continuing personal development.</li> </ol>	<p>Application</p> <p>Application</p> <p>Application</p>
	Desirable	<ol style="list-style-type: none"> <li>1. Postgraduate degree.</li> <li>2. Management qualifications.</li> <li>3. Clinical qualification in a field relevant to organ donation.</li> <li>4. Media training.</li> </ol>	<p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p>
<b>Other Requirements</b>	Essential	<ol style="list-style-type: none"> <li>1. Possesses a full UK driving licence.</li> <li>2. Ability to work flexibly and prioritise in response to work agenda and priorities.</li> <li>3. Able to stay overnight as required.</li> </ol>	<p>Application</p> <p>Interview</p> <p>Interview</p>

NHSBT is committed to implementing reasonable adjustments for people with disabilities

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