

PERSON SPECIFICATION

LEAD BUSINESS PARTNER, BUSINESS & PERFORMANCE - BAND 8B

1. Knowledge, skills and training		Essential	Desirable
1.1	Educated to Masters level in health service management, or proven/evidenced equivalent training, highly developed specialist knowledge and experience including change management and workforce re-design	Yes	
	Recognised management qualification or relevant management experience	Yes	
1.2	Evidence of continuing professional development	Yes	
1.3	Understanding of principles of performance management best practice and ability to articulate these	Yes	
1.4	Understanding of Monitor Compliance framework and other national performance frameworks		Yes
1.5	Understanding of NHS information reporting and monitoring requirements and performance metrics		Yes
2. Job specific experience		Essential	Desirable
2.1	Substantial senior management experience in a medium/large size organisation, preferably within the healthcare sector	Yes	
2.2	Experience in managing performance and change within a complex organisation	Yes	
2.3	Experience of developing performance frameworks	Yes	
2.4	Commitment to public service values of transparency and accountability	Yes	
2.5	Excellent Communication and presentation skills	Yes	

2.6	Previous experience in an NHS senior performance management role		Yes
2.7	Experience in contract/SLA negotiation, management and delivery	Yes	
2.8	Experience in information-related role		Yes
3. Personal qualities/attributes		Essential	Desirable
3.1	Highly numerate and analytical	Yes	
3.2	Ability to promote engagement and communication and create effective working relationships	Yes	
3.3	Ability to lead, motivate and develop staff and colleagues, with highly developed negotiation and influencing skills to overcome significant resistance to change.	Yes	
3.4	A flexible approach, responding effectively to change within an often fast moving environment	Yes	
3.5	Proficient in the use of Microsoft Office software, especially Word and Excel.	Yes	
3.6	Ability to analyse complex key performance data from a variety of sources.	Yes	
3.7	Excellent communication skills with the ability to present information on performance to large groups of external and internal audiences, sometimes in hostile or antagonistic environments	Yes	
3.8	Ability to represent the Trust and meetings with the CCG, Monitor and other third party organisations as required	Yes	
3.9	Ability to set high standards for self and other to deliver objectives to time	Yes	
3.10	Ability to maintain credibility amongst all levels of staff	Yes	
3.11	Ability to prioritise a work agenda and manage a range of concurrent agendas	Yes	
3.12	Emotionally resilient to competing demands within the organisation and local health economy,	Yes	

3.13	Commitment to own personal development	Yes	
3.14	Ability to champion the importance of excellent performance management	Yes	
3.15	SQL skills		Yes
3.16	Statistical data analysis skills		Yes
4. Business travel		Essential	Desirable
4.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1* or Level 2*	Level 3*
5. Additional requirements		Essential	Desirable
5.1	Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively.	Yes	

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.