

PERSON SPECIFICATION

HEAD OF ADULT SERVICES AND LOCALITY MANAGER (JOINT APPOINTMENT)

ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS		
<ul style="list-style-type: none"> • Qualification to Masters degree level (or equivalent professional experience) • Evidence of management development through continuous professional development and/or formal management courses 	<ul style="list-style-type: none"> • Recognised management qualification • Relevant professional qualification • Recognised Project Management qualification 	<ul style="list-style-type: none"> • Certificates
EXPERIENCE		
<ul style="list-style-type: none"> • Significant experience of successfully managing health and/or social care services at a senior management level • Experience of leading partnership working across a range of agencies and professional boundaries (and in a political context) • Experience of managing and leading change at a strategic and operational level • Experience in the successful use of performance management 	<ul style="list-style-type: none"> • Commissioning services and or negotiation of contracts 	<ul style="list-style-type: none"> • Application Form • Interview • References

<ul style="list-style-type: none"> • Extensive financial and resource management experience • Proven track record in the development and improvement of services • Experience of effective stakeholder management and of working positively with users and carers 		
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> • Extensive knowledge of the key strategic issues, initiatives and partnership frameworks within health and social care • Effective leadership, organisational and people management skills • Ability to negotiate and influence outcomes and decision making processes consistent with the needs of the service • Effective skills in managing change and performance management • Proven ability to implement performance and quality management frameworks • Capacity to think and act strategically positively whilst maintaining and improving a busy 	<ul style="list-style-type: none"> • Knowledge of Research methodologies and application • Spoken or written Welsh Language 	<ul style="list-style-type: none"> • Application Form • Interview • References • Assessment Centre

<p>operational service.</p> <ul style="list-style-type: none"> • Competent in the use of Information, IT and project management tools and techniques • Competent and skilled in demand management and capacity planning • Ability to develop and maintain effective multi-disciplinary working relationships particularly during change • Clear understanding and proven ability to manage all aspects of risk 		
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> • Excellent interpersonal and influencing skills together with the ability to communicate complex, sensitive and complex information and manage diplomatically • Numerical, literacy and problem solving skills. • The ability to audit and analyse complex information to identify options and solutions. • Managing conflict within service priorities and staff • Evidence of continuous professional development and the acquisition of new skills/knowledge in the past five years. 		<ul style="list-style-type: none"> • Application Form • Interview • References • Assessment Centre

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| <ul style="list-style-type: none">• Ability to work flexibly and cope with a large and unpredictable workload | | |
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