

WEST SOMERSET PRIMARY CARE NETWORK: LIVING BETTER

PROJECT MANAGER

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	Degree level education or management qualification or training/experience equivalent to working at graduate level.		CV/Letter
Knowledge	<p>Specialist knowledge of working in an administrative and business environment and its systems and practices including projects and business planning, and information management.</p> <p>Knowledge of NHS structures and organisational relationships</p> <p>Up to date knowledge of employment law and its application.</p>	Knowledge of primary care contractual and commissioning processes	<p>CV/Letter Interview</p> <p>CV/Letter Interview</p> <p>CV/Letter Interview</p>
Experience	<p>Experience of working in administrative and /or business position.</p> <p>Experience of recruiting staff</p> <p>Experience of managing financial systems and creating budgets</p>	Experience of working within primary care	<p>CV/Letter Interview</p> <p>CV/Letter Interview</p>
Skills	High level of interpersonal and communication skills, and the ability to analyse interpret and collate information.		CV/Letter Interview

	<p>Ability to use initiative, act, make decisions and solve problems independently, and know when to refer upwards.</p>		CV/Letter Interview
	<p>Ability to provide and receive sensitive information in a confidential manner, resolve queries and conflict using tact and diplomacy.</p>		CV/Letter Interview
	<p>Ability to engage with external agencies and represent the organisation's interests</p>		
	<p>Ability to manage and prioritise own workload</p>		CV/Letter Interview
	<p>Ability to work under pressure of multiple demands</p>		CV/Letter Interview
	<p>IT literate and proficient in the advanced use of keyboard and word packages i.e. Word, excel, and databases.</p>		CV/Letter Interview
	<p>Can demonstrate insight into learning needs and ability to address them</p>		CV/Letter Interview
			CV/Letter Interview