

**Person specification: Project Manager**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Educated to degree level or equivalent</p> <p>Postgraduate qualifications in project management</p>	<p>Appropriate higher level business, project and/or financial management qualification(s)</p>
<b>Knowledge and experience</b>	<p>Leadership and executive project management experience (ideally in a primary care or related field).</p> <p>Demonstrable ability to motivate staff and delivery of safe high quality patient, or equivalent, focussed services.</p> <p>Demonstrate commitment to meeting the needs of both internal and external stakeholders including ability to efficiently respond to customer needs and manage expectations.</p> <p>Well-developed written and verbal communication skills:</p> <p>Demonstrate ability to communicate with all stakeholders.</p> <p>Exceptional interpersonal, negotiation and influencing skills.</p> <p>Ability to listen and adapt communication to audience.</p> <p>Sound work ethic</p> <p>Demonstrable experience of successful change management</p> <p>Demonstrable experience of successful project management</p> <p>Demonstrable experience of negotiation</p>	<p>Experience of working with a variety of clinical software systems</p> <p>Adaptability to change</p> <p>Service development</p> <p>leadership</p> <p>Ability to manage the needs of the organisation and links to partner organisations.</p> <p>Politically savvy</p>
<b>Aptitude and skills and values</b>	<p>Excellent organisational, planning and time management skills</p> <p>Excellent project management skills</p> <p>Excellent negotiation skills</p> <p>Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive</p>	<p>Ability to input to strategic and practice development requirements</p> <p>IT skills to use project management software</p>

	<p>manner.</p> <p>Ability to deal with complex situations and conflicting priorities.</p> <p>A professional and ethical approach at all times.</p> <p>High degree of team orientation</p> <p>Able to build strong internal relationships and contribute to the team to foster positive working relationships</p> <p>Demonstrates respect for co-workers and is approachable and helpful at all times.</p> <p>Ability to work flexibly and to recognise own limitations and act upon them appropriately</p> <p>Willingness to learn new skills and to problem solve on a daily basis</p>	
<b>Motivation</b>	A high degree of drive, initiative, motivation and outcome orientation.	