

ALVASTON MEDICAL CENTRE

Person Specification	
1. Attainments/Qualification	
Essential Evidence of continuing professional development up to post-graduate level	Desirable Educated to Degree Level or equivalent
2. Skills	
Essential Computer literate/Standard keyboard skills Proficient in use of Microsoft office products Excellent communication and negotiating skills Excellent interpersonal and organisation skills Excellent listening skills Ability to use own judgement, resourcefulness and local knowledge in all areas Ability to work autonomously within broad guidance, interpreting National and Local guidance and legislation, implementation into effective practice	Desirable Experience of applying the skills listed in a health care setting
3. Knowledge/Experience	
Essential Understanding of recruitment & selection procedures Understanding of Health & Safety policies and procedures Experience of and working knowledge of accounting to trial balance, profit and loss accounting and cash flow forecasting Extensive knowledge of legislation pertaining to employment, health & safety, data protection and business regulations 5 years senior management experience 5 years' experience of staff management Significant experience of change management & organisation redesign Evidence of successful project management	Desirable Understanding of recruitment & selection procedures Previous healthcare management experience Experience of premises management Experience of working within primary care
4. Disposition	
Essential Ability to show leadership and work as part of a team Ability to prioritise, delegate and work to deadlines Ability to network and build relationships Effective time management skills Ability to communicate, negotiate and problem solve Ability to discipline in a fair and consistent manner	Desirable

5. Circumstances/special Demands of Post	
Essential Ability to maintain strict code of confidentiality at all times Flexibility of hours available for work	Desirable