

Person Specification

Post: Head of IT

Attributes	ESSENTIAL	DESIRABLE	Method of Assessment
Education/ Qualifications	<ul style="list-style-type: none"> Degree in mathematics, computing or other discipline with a large numeracy component 	<ul style="list-style-type: none"> Educated to or studying for Masters degree or equivalent Project Management training and qualification Marketing qualification 	Certificate
Experience	<ul style="list-style-type: none"> At least 3 years' experience in an information management role Excellent data presentation skills, written, graphical and verbal. Significant practical experience of planning, organisation and management of information projects Construction of Business Cases and Project Plans Co-ordination of complex cross departmental activity 	<ul style="list-style-type: none"> Use of NHS databases and returns Experience of 3 years' experience of marketing Experience of reporting to Boards 	<p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

	<ul style="list-style-type: none"> Contract negotiation and external supplier management An excellent understanding of data retrieval, data processing and information interpretation 		<p>Application Form/Interview</p> <p>Application Form/Interview</p>
Skill/Ability/Knowledge	<ul style="list-style-type: none"> Excellent written and verbal communication skills High standard of computer literacy Ability to critically analyse data and identify material or significant variances and trends Knowledge of data flows and data standards Ability to work across a range of disciplines Ability to use qualitative and qualitative information to stimulate performance improvement Ability to develop innovative solution to established issues Can produce understandable, detailed, accurate and precise documentation Can lead and motivate staff Able to retrieve and process data from a variety of systems, understand the data structures within the systems and join extracted data sets into uniform outputs. 	<ul style="list-style-type: none"> Can provide a basic level of support to staff on general IT issues Possess SQL query language skills eg: Oracle, SQL Server. 	<p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p>

Qualities and Attributes	<ul style="list-style-type: none"> • Capacity to manage internal and external environmental change • Flexibility in development of innovative and patient centred solutions • Capacity to blend short term plans into operations deliverables • Ability to identify unique business opportunities • Ability to grasp critical issues and distil them into clear and manageable priorities weighing costs, risks and benefits. • Can organise and prioritise own workload and that of team • A demonstrable aptitude for acquiring new skills rapidly to meet changing objectives and implementation of new systems. • Utilises interpersonal skills to build and maintain relationships with staff at all levels. 		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Interview</p>
Other Requirements	<ul style="list-style-type: none"> • Demonstrates initiative , decisiveness leadership and self-motivation • Good health • Car Owner 		<p>Interview</p> <p>Occupational Health Assessment</p>

	<ul style="list-style-type: none"> • Professional appearance • Requirement to comply with all organisational policies and procedures including no smoking policy • To undertake whatever tasks are required to achieve objectives within the resources available 		<p>Interview</p> <p>Interview</p> <p>Interview</p>
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