

## DOWNEND HEALTH GROUP

### Executive Business Manager Person Specification

	Essential Criteria	Desirable Criteria	Measured
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Demonstrable commitment to professional development</li> </ul>	<ul style="list-style-type: none"> <li>Management, business or personnel qualification</li> </ul>	Application – previous employment and evidence of training
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable experience of managing budgets and bookkeeping</li> <li>Demonstrable experience of the promotion of good financial governance and ensuring that statutory requirements and responsibilities are met</li> <li>Demonstrable experience of developing networks and building relationships</li> <li>Demonstrable experience of Human Resource best practice and employment law</li> <li>Demonstrable experience of managing an integrated multi-skilled team</li> <li>Demonstrable experience of implementing processes that support consistent and efficient ways of working with a view to continual improvement</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in Primary Care</li> <li>Experience of managing NHS Contracts</li> <li>Experience of QOF</li> <li>Experience of managing a payroll</li> <li>Experience of planning and management</li> <li>Experience of using Primary Care IT systems</li> <li>Experience of managing NHS Contracts</li> </ul>	<p>Application – previous employment</p> <p>Interview – answers to questions and ability to communicate well</p>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills</li> <li>Good personal organisation</li> <li>Good keyboard and computer skills</li> <li>Excellent customer relationships</li> <li>Thoroughness and Accuracy</li> <li>Enthusiastic and energetic approach to work</li> <li>Acceptance of work flexibility and continuously changing working practices</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use Microsoft programmes (especially MS Word and MS Excel)</li> </ul>	Application – previous employment
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>An understanding, acceptance and adherence to the need for strict confidentiality</li> <li>Ability to work on own initiative as well as support members of the team when required</li> <li>Ability to use own judgement, resourcefulness and common sense</li> <li>Pleasant and articulate</li> <li>Able to work under pressure</li> <li>Ability to multi-task, especially under pressure</li> </ul>		Interview – answers to questions and volunteering information

	<ul style="list-style-type: none"> <li>• Ability to stay calm under all circumstances</li> <li>• Able to work in a constantly changing environment</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexibility of working hours/able to work at the desired times</li> <li>• Flexibility of working across both sites</li> </ul>	<ul style="list-style-type: none"> <li>• Non-smoker</li> <li>• Full, clean driving licence and transport</li> </ul>	