

Person Specification

Requirement	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> ❖ Educated to degree level ❖ Evidence of continuing professional development within MS arena ❖ Knowledge and understanding of a range of issues across the NHS and MS arena 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Knowledge, Training and Experience		
<ul style="list-style-type: none"> ❖ Minimum of 5 years specialist MS experience ❖ Minimum of 5 years NHS experience and knowledge ❖ Demonstrable leadership profile within UK MS arena ❖ Demonstrable experience of effective multidisciplinary team work ❖ Demonstrable experience of working in partnership with people with MS ❖ Demonstrable experience of effective communication and working with key stakeholders ❖ Proven success in planning, development and effective implementation of strategic plans ❖ Experience of leadership of operational change management while also developing and maintaining high standards of quality ❖ Demonstrable experience of effective budgetary management and control, ❖ Commitment to self-development with ability to demonstrate knowledge of current thinking and policy affecting health and public sector. ❖ Quality focussed with an innovative approach and the ability to solve problems. ❖ An understanding of multi-disciplinary issues and commitment to multi-disciplinary working. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Skills, Abilities and Knowledge		
<ul style="list-style-type: none"> ❖ Demonstrate evidence of influencing and persuasion. ❖ Verbal reasoning skills ❖ Report writing skills ❖ Ability to work with and through others ❖ Demonstrable negotiation skills ❖ Good communication skills, ranging from informal 1:1 discussions, formal presentations covering both oral and written skills. ❖ Demonstrable record of line management and team leadership skills. IT skills ❖ Ability to adhere to timelines ❖ Can prioritise workload against conflicting 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

deadlines		
Other Requirements		
Full UK Driving licence		

Project Management/Programme Advisor competencies & typical indicators

Project planning: defines scope & objectives, manages resources and effectively communicates project plan to those involved

- Consults with relevant people to ensure the project supports agreed goals
- Agrees parameters and scope with key people to define realistic objectives and obtain required resources.
- Clarifies objectives and plans with others to minimise conflicts of interest and gain support

Implement & monitor project: emphasises skills in using project management tools and techniques and to monitor progress

- Confidently takes action to implement the project using a range of techniques and deploying resources effectively
- Monitors progress to maintain project implementation and takes action based on new information
- Submits written and verbal progress reports to ensure everyone is fully informed and to secure ongoing support

Successfully completes the project: demonstrated through evaluation of the project ensuring all objectives have been met within time and resource constraints

- Carefully reviews all stages of project implementation and outcomes against objectives and confirms efficient use of resources
- Recognises and communicates the achievements and successes of all involved.
- Provides detailed reports to stakeholders on all aspects of the project including areas of learning for future reference