

**SOUTHERN GP FEDERATION SUPPORT UNIT**

**PERSONNEL SPECIFICATION**

**Role:** Project Support Manager

**Responsible to:** Operations Manager

**Reports To:** Southern FSU Board

**Location:** Southern FSU Offices

*Notes to applicants:*

**1.** You must clearly demonstrate on your application form under each question, how

you meet the required criteria as failure to do so may result in you not being

shortlisted. You should clearly demonstrate this for both the essential and desirable

criteria.

**2**. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.

**3**. Proof of qualifications and/or professional registration will be required if an offer of

employment is made – if you are unable to provide this, the offer may be withdrawn.

**ESSENTIAL CRITERIA**

The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview /selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted.

**1a)** A university degree or equivalent professional qualification and a minimum of 2

years in the production and collation of management information.

*OR*

**1b)** A minimum of 5 years’ experience in the production and collation of management

information.

**2.** Strong analytical and judgemental skills with a proven ability in interpretation of

information and production of detailed reports for a range of uses including informing

decisions of senior management.

**3**. Strong organisational skills and problem-solving skills i.e. ability to plan, prioritise

and manage effectively in a demanding and challenging environment.

**4**. An excellent working knowledge and be competent in the use of information

technology within an office environment, including MS Word, MS Excel, MS Access,

MS Powerpoint and MS Outlook.

**5**. Excellent networking and team working skills with demonstrable ability to influence

a wide range of internal and external stakeholders, and to develop and maintain

relationships

**6**. Experience of working with a diverse range of stakeholders to achieve successful

outcomes.

**7.** Hold a full current driving licence (valid in the UK) and have access to a car at the

closing date or have \*access to a form of transport which will permit the applicant to

meet the post requirements in full.

**DESIRABLE CRITERIA**

A thorough knowledge and understanding of the current agenda in health and social care.