

HEART OF ENGLAND NHS FOUNDATION TRUST

PERSONAL SPECIFICATION

Head of Contract Management

Qualifications	Relevant degree Level Qualification Recognised CCAB or equivalent professional qualification is required
Demonstrable Experience	<p>Evidence of continuing professional development.</p> <p>Project management qualification/equivalent demonstrable experience.</p> <p>3-5 years experience of commissioning in the NHS.</p> <p>Applying knowledge and experience in negotiating complex activity and service related contracts. Managing the contracts successfully through further developing relationships with commissioners and managing the expectations of other external stakeholders, to minimise risk.</p> <p>Communicating effectively the commissioning issues regularly at board level relating to legislation changes, commissioning principle changes, local commissioning framework changes, changes to commissioning reporting requirements and the performance of the annual commissioning process.</p> <p>Experienced in the application of HR policy and guidance.</p> <p>Lead role in negotiation and performance management of secondary care contracts of significant value.</p> <p>Utilising the NHS national contract framework.</p> <p>Production or co-ordination of the development of service specifications.</p> <p>Managing staff and leading a team</p>
Skills/Knowledge	<p>Have a comprehensive working knowledge of a public sector organisation such as the NHS.</p> <p>Ability to interpret highly complex financial related data focusing on critical areas to make recommendations that will have a material effect on the organisation.</p> <p>Ability to communicate difficult/sensitive information to staff, public and external agencies</p> <p>Excellent verbal communication and presentation skills,</p>

	<p>making use of industry standard products such as Microsoft Word, and PowerPoint</p> <p>Comprehensive skills in use of Microsoft Excel to include design creation and maintenance of complex financial problems.</p> <p>Ability to establish and maintain positive working relationships with colleagues at all levels of the organisation.</p> <p>Ability to solve complex operational problems by contribution to multi-disciplinary team of finance and operational personnel.</p> <p>Ability to adopt a flexible approach incorporating working as part of a team as well as having the skills to make decisions independently.</p> <p>Staff management and motivation skills.</p> <p>Ability to prioritise and meet conflicting deadlines.</p> <p>Work autonomously with delegation skills.</p> <p>Excellent data management, analytical and judgemental skills to be able to interpret highly complex data and identify issues for further analysis and action.</p> <p>Highly developed understanding of the current and emerging Healthcare Performance Assessment frameworks</p> <p>Ability to establish and maintain positive working relationships with colleagues at all levels</p>
Personal Qualities	<p>Deliver leadership skills whilst being a team player enabling team participation.</p> <p>Highly motivated.</p> <p>Good sense of humour.</p> <p>Must be able to perform consistently in stressful situations.</p> <p>Must be of smart appearance and have integrity.</p> <p>Committed to personal development and development of staff.</p> <p>Influential</p> <p>Creative Thinker</p> <p>Commands respect</p>