

Personal Specification
------------------------

Director of Operations

	Essential	Desirable	Application/ Interview
<b>EDUCATION AND TRAINING</b>			
Post-graduate qualification e.g., MBA : Business Administration/ Business management/ finance	x		
Prince 2 or equivalent project management qualification		x	
Relevant professional qualification in related discipline	x		
Leadership qualification		x	
<b>EXPERIENCE</b>			
Experience of working as part of a commercially minded team/ executive having strong impact on the performance of services.	x		
Experience of setting up and managing internal control systems and managing risk and ensuring compliance.	x		
Experience of using and applying related policy and legislation for health and safety, safeguarding, GDPR and financial management.	x		
Experience working over multi- site, multi-disciplinary and staff/ team management	x		
Experience managing facilities including preventative maintenance plans and leases	x		

Experience of financial and project management.	x		
Experience in a healthcare or charity setting		x	
<b>KNOWLEDGE AND SKILLS</b>			
Good understanding and strong commitment to the protection and safeguarding of all people.	x		
In-depth knowledge of managing multi-disciplinary teams, including experience of strategic planning.	x		
Ability to deputise for the CE as required.	x		
Experience of procurement and contract management.	x		
Ability to create, implement and deliver strategic business plans.	x		
Understanding and knowledge of GDPR, health and safety practice and relevant employment legislation. Knowledge of company law and governance	x		
<b>PERSONALITY AND DISPOSITION</b>			
Influential and inspiring leadership skills with the ability to challenge and motivate staff towards a shared vision and maintain effective working relationships.	x		
A flexible working approach and excellent inter-personal skills. Strong communication skills and experience of presenting and reporting to a range of stakeholders and audiences.	x		

Creative thinking with the ability to anticipate and solve problems and be resilient in the face of challenge.	x		
Ability to prioritise, plan and organise self and others.	x		
PHYSICAL REQUIREMENTS			
SPECIAL CIRCUMSTANCES			