

PERSON SPECIFICATION

JOINT SCRUTINY OFFICER (HEALTH)

	ESSENTIAL	DESIRABLE
EXPERIENCE	<ol style="list-style-type: none"> 1. Experience of working with Local Authority or NHS Members and officers. 2. Experience of working with Members and Officers within a local authority or the NHS. 3. Experience of multi-disciplinary working. 	Three years relevant experience in a local authority or similar environment eg research or administration or democratic services or public health
KNOWLEDGE	<ol style="list-style-type: none"> 1. Thorough knowledge and understanding of the activities and workings of Local Government, NHS bodies and regional bodies. 2. Awareness and understanding of the law and practice of Committee administration. 3. Awareness and commitment to equal opportunities. 4. Awareness and understanding of the role and function of overview and scrutiny particularly as it relates to the scrutiny of health services. 	<p>Knowledge of Investors in People processes</p> <p>Awareness of customer care and quality standards.</p> <p>General knowledge of health and safety matters.</p>

	ESSENTIAL	DESIRABLE
	<p>5. Experience of supervising and motivating staff.</p> <p>6. Awareness and understanding of the respective roles of Elected Members and Officers within the Council and the NHS.</p> <p>7. Understanding of the modernising programme within Local Government and the NHS.</p> <p>.</p> <p>.</p> <p>8. Knowledge of the role and function of the emerging Patient and Public Involvement Forums and Patient Advisory Liaison service and how health scrutiny might link in with these bodies.</p> <p>9. Knowledge of the roles and responsibilities of emerging organisations established by the Government to oversee the effectiveness of the NHS such as the Commission for Patient and Public Involvement in Health and the Commission for Health Improvement and Audit and the implications for health scrutiny.</p>	

<p>SKILLS</p>	<ol style="list-style-type: none"> 1. Excellent written, oral and high level of interpersonal/people skills. 2. Politically sensitive and diplomatic and astute. 3. Ability to understand complex issues and draw out meaningful and relevant conclusions and proposals. 4. Ability to challenge and enquire whilst maintaining effective relationships. 5. Ability to work effectively with Members, Directors and senior staff of Local Authorities and the NHS to gain and retain their confidence and trust. . 6.. Ability to work, as required, on own initiative, accurately and to tight deadlines. 7. Ability to work in a busy, complex and politically sensitive environment. 8. Ability to work flexibly as required, as a team player. 9. Ability to network internally and externally with a wide range of organisations. 10. Ability to manage projects and programmes and meet deadlines. 11. Presentation skills. 12. Ability to supervise staff and manage teams and projects. 	<ol style="list-style-type: none"> 1. Ability to understand more complex issues and proposals. 2. Ability to use IT effectively. 3. Media skills.
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EDUCATION/ QUALIFICATIONS	BTEC Higher National, CBA or degree or equivalent.	1. Final professional qualification.
		2. Qualification in Health Service Management.