

Job title:	IAS Onboarding and Development Manager
Location:	Here, 4 th Floor, 177 Preston Road, Brighton BN1 6AG and various locations across East Sussex

You will be assessed according to the extent in which you meet these qualities/skills and how well matched you are to our core beliefs and commitments.

Please note the methods of assessment which are:

A = application

I = interview

C = Certificate

T = Test



Some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by the DDA is unable to meet certain parts of the specification because of their disability. Candidates who this applies to should outline details on their application form. This information will be assessed on an individual basis throughout the selection process.

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicant)	On the job training provided?
Criteria 1: Qualifications			
Educated to 'A' level or above or, diploma level knowledge gained through relevant formal study or equivalent experience of practice/ service management	E	A	
Recognised qualification in the use of computer software e.g. Microsoft Word, Excel Access, ECDL	D	A	
Basic Life Support training	D	A	Y
Criteria 2: Personal Qualities			
Shares Here's values	E	A/I	

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicant)	On the job training provided?
Criteria 3: Experience and job related knowledge			
Experience of training staff, identifying learning needs and delivering training packages to staff	E	A/I	
Experience of supervising and motivating staff	E	A/I	
Experience/ knowledge of rota management	E	A/I	
Experience of developing and implementing plans and the successful delivery of objectives.	E	A/I	
Experience of participating in the management of change	E	A/I	
Experience of managing Health and Safety, Confidentiality and Data Protection	E	A/I	
Understanding of HR management principles and techniques	E	A/I	
Working knowledge of employment legislation	E	A/I	
Working knowledge of Health and Safety Legislation	E	A/I	
Knowledge and understanding of governance (clinical, financial and corporate).	E	A/I	
High level of competence in Microsoft Office packages (Outlook, Word, Excel, and Power Point as a minimum).	E	A/I	
Experience using clinical IT systems particularly SystemOne or EMIS	E	A/I	Y
Negotiating resources to ensure delivery of high quality care/ service.	D	A/I	
The ability to anticipate barriers and issues and take action to mitigate risks	D	A/I	
Demonstrating persistence in finding ways to overcome obstacles	D	A/I	
Experience working in a primary care or urgent care setting and out of hours	D	A/I	
Understanding CQC legislation	D	A/I	Y
Knowledge and understanding of the NHS and the challenges facing primary care.	D	A/I	Y
Experience using specific rota management software such as RotaCloud, RotaMaster etc.	D	A/I	Y
Criteria 4: Skills			
Excellent communication skills (written and verbal)	E	A/I	
Excellent organisational skills	E	A/I	

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicant)	On the job training provided?
Interpersonal skills	E	A/I	
IT skills	E	A/I	
Time management and prioritisation skills	E	A/I	
Negotiation and conflict management	E	A/I	
Analytical and problem solving skills	E	A/I	
Ability to supervise staff, organise workload and to delegate appropriately	E	I	
Ability to manage complex task, and project manage delivery of particularly objectives	E	I	
Able to work on own initiative	E	A/I	
Criteria 5: Other Requirements			
Proven record of good timekeeping and attendance	E	A/I	
Ability to work flexible shift times between 08:30-20:30 Monday to Friday and 08:00-14:00 Saturday and Sunday	E	A/I	
Able to show understanding of issues relating to equal opportunities	E	A/I	
Tact and diplomacy	E	A/I	
Smart and confident	E	A/I	
Team working	E	A/I	
Assertive but polite and patient	E	A/I	
Approachable, adaptable, supportive, self-motivated	E	A/I	
Ability to drive and has own car	E	A/I	