

	PERSONAL SPECIFICATION FOR POST OF: NDS Manager (Canderside)		
	ESSENTIAL	DESIRABLE	USEFUL
Attainments Education Training	Degree or equivalent. Proven knowledge of planning, monitoring and prioritising. Change Management experience. Proven experience of senior team management. Experience in managing and preparing budgets Expert knowledge of Supply Chain Management. Good knowledge of warehouse management systems.	Public Sector knowledge of general business performance drivers in the service industry. Good knowledge of warehouse management and Supply Chain Inventory Management. Customer Engagement experience within healthcare environment. Demonstrable project management skills.	
Experience	Experience of complex change management and the use of skills to facilitate change in a dynamic and fluid environment. Experience of organising and chairing meetings of senior stakeholders. Experience of prioritising multi-disciplinary operational priorities. Staff management and experience of using HR policies and procedures. Experienced delivery of personal development programmes. Experience of delivering training and development of senior teams. Strong organisational skills. Experienced in managing difficult people. Understanding of Annual Operating Plans and implementation of wider org goals,	Experience of using information for management purposes and in setting and monitoring targets and performance indicators. Proven ability to create and achieve SMART objectives. Proven experience of creating and overseeing stock management strategies. Experience of budgeting and resource allocation procedures and effective financial management skills. Detailed knowledge of medical Surgical stock management and inventory control. Knowledge of supply chain principles.	Knowledge and experience of delivering quality improvement initiatives e.g. the ability to analyse and redesign business processes to make best use of the people involved and enabling this with new technology as appropriate.
General Intelligence	Degree or equivalent Ability to create and implement strategy		

<p>Communication Skills</p> <ul style="list-style-type: none"> • Written/verbal 	<p>Evidence of excellent written and oral communication skills. Excellent report writing and presentation skills. Proficient in Microsoft Word, Excel and Power Point. Fully conversant with all staff organisational and development policies including Health and Safety regulations.</p>	<p>Evidence of excellent communication and negotiation/influencing skills as complex and sensitive negotiation, sometimes in emotive atmospheres</p>	
<p>Hours</p>	<p>Must be flexible and able at times to attend shift meetings with senior team e.g. 6am-2pm and 2pm-10pm</p>		
<p>Disposition/Appearance</p>	<p>Capable of prolonged concentration where work pattern is unpredictable and subject to frequent interruption. Capable of reprioritising against competing deadlines. Effective influencing and motivational skills. Excellent interpersonal and organisational skills.</p>		
<p>Special Attributes</p>	<p>Effective leadership and followship skills. Ability to create and lead a clear common purpose amongst the team members. The ability to find ways of solving or pre-empting problems</p>		