

Gaddum

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Person Specification: Quality & Governance

Criteria	Essential	Desirable	Assessed
Qualifications / Experience	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>At least two years' experience of monitoring and managing data systems and processes.</p> <p>Evidence of continuous professional development.</p> <p>Experience of working towards achieving compliance against professional frameworks.</p> <p>Experience of leading internal projects from instigation to completion.</p> <p>Proven experience of working within a project team to deliver Quality outcomes.</p>	<p>Educated to degree level or holds a relevant professional qualification or equivalent relevant experience.</p> <p>Experience of working in VCSE Organisation.</p> <p>Experience of Information Governance systems and processes.</p>	Application/interview/ documents
Skills & Abilities	<p>Ability to lead on a programme of work in conjunction with others.</p> <p>Ability to work in multi-disciplinary settings and working in partnership with other professionals, agencies/organisations and a range of internal and external stakeholders.</p> <p>Exceptional IT competence, including Microsoft Office platform, databases and CRM systems.</p> <p>Very well organised, able to prioritise and plan own work; take responsibility in decision making, and work to meet strict deadlines.</p> <p>Ability to curate significant amounts of data in ways that can be easily referenced and available to colleagues.</p> <p>Ability to translate complex information to a range of individuals with differing levels of understanding.</p>		Application/Interview

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Knowledge	<p>An understanding of clinical governance and Health & Social care quality indicators.</p> <p>A working knowledge of safeguarding</p>	<p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>Knowledge of Health & Social care and VCSE sectors.</p>	Application/Interview
Values and Personal attributes	<p>A commitment to Gaddum values.</p> <p>A passion and commitment to promoting Equality & Diversity.</p> <p>A non-judgemental attitude.</p> <p>Flexible and positive work ethic.</p> <p>Ability to make decisions based on evidence-based judgement.</p> <p>Self-motivated.</p>	<p>Knowledge of Gaddum and its services.</p>	Application/Interview
Other Requirements	<p>Ability to travel independently throughout Greater Manchester as required.</p> <p>Flexible approach to working hours to meet the needs of the organisation.</p>	<p>Good understanding of the areas of Greater Manchester.</p>	Application/ Interview