**Person Specification – Business Development Project Manager**

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| **Criteria** | **Essential** |
| Qualifications | 1. Evidence of continuing professional development appropriate to the level of the role
2. Experience of writing bids, preparing documentation and presentations to a high standard in support of tenders and writing reports and publications for a wide range of audiences
3. Proven track record in delivering successful tenders/bids
4. Project management qualification (desirable)
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| DemonstrableKnowledge | 1. A sound knowledge of NHS Commissioning structures including Transforming Care
2. An understanding of the current and future challenges in the adult health and social care sectors
3. An understanding of service contracts and contract variations
4. A thorough understanding of a range of procurement methods, including on-line tendering
5. Belief in the principles and values of Choice Support including the promotion of equal opportunities and encouragement of diversity and empowerment
6. An empathy with the organisation’s values
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| Skills/Experience | 1. Experience of working within the health care sector and NHS Commissioning structures including service delivery and governance
2. Ability to write method and quality statements to a high standard
3. Effective communicator both orally and in writing to audiences at all levels
4. A well-developed ability to use a range of computer software systems
5. Ability to formulate excellent working relationships with external parties and staff/colleagues
6. Excellent personal organisation skills and ability to meet all deadlines within a business critical environment
7. Ability to quickly assimilate and break down information into manageable/suitable pieces for particular audiences
8. Ability to work under pressure and to deadlines and to get the most out of others
9. Ability to travel across the locations in which Choice Support operates or as part of the promotion of our work.
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| Personal attributes | We would expect the right candidate to have the following qualities:* Reliable
* Honest
* Flexible
* Creative and innovative
* Able to take initiative
* Helpful……...but not taking over
* Resourceful
* Team player
* Respectful
* Understanding and empathy
* Willing to learn
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