



## PERSON SPECIFICATION FORM

**Job Title:** Special Programmes Officer  
**Department:** Governance, Risk and Planning  
**Division:** RCN Foundation







The person specification below outlines the essential experience, knowledge and skills required for this role. Evidence for competencies, knowledge and skills will be looked for throughout the selection process.

A/F=Application Form, A= Assessment , I =Interview

CRITERIA		A/F	A	I
<b>1. Knowledge, Training and Qualifications</b>				
	<ul style="list-style-type: none"> <li>In-depth knowledge of policy and best practice in nursing/healthcare, ideally across more than one country of the UK</li> </ul>	*		*
<b>2. Experience</b>				
	<ul style="list-style-type: none"> <li>Significant experience of working in the UK nursing and/or healthcare sector</li> </ul>	*		
	<ul style="list-style-type: none"> <li>Experience of developing learning and development programmes</li> </ul>			
	<ul style="list-style-type: none"> <li>Strong project management skills and experience of delivering successful projects</li> </ul>	*		*
	<ul style="list-style-type: none"> <li>Understanding and experience of evaluation, including use of a range of methods</li> </ul>	*		*
	<ul style="list-style-type: none"> <li>Experience of working with programme boards or committees to deliver projects or programmes</li> </ul>	*		*
	<ul style="list-style-type: none"> <li>Experience of overseeing and evaluating budgets, and confidence in dealing with financial reports</li> </ul>	*	*	
<b>3. Skills</b>				
	<ul style="list-style-type: none"> <li>Proven track record of an organised and methodical approach to work, combining numerical accuracy with attention to detail and an ability to meet deadlines</li> </ul>	*		*

	<ul style="list-style-type: none"> <li>An ability to work effectively and confidently with a wide range of stakeholders, internal and external, including senior staff, trustees, grantees, policy makers and practitioners, and young people</li> </ul>	*		
	<ul style="list-style-type: none"> <li>Articulate, with excellent written and oral skills, and the ability to communicate with a range of audiences with tact and sensitivity when required</li> </ul>	*		
	<ul style="list-style-type: none"> <li>Strong IT skills, including word processing, use of spreadsheets, use of databases to process information and electronic communications</li> </ul>	*	*	*
	<ul style="list-style-type: none"> <li>An ability to work creatively and flexibly in a small team, supporting other colleagues, and with a strong personal commitment to learning and improvement</li> </ul>	*		*
<b>4. Other Requirements</b>				
	<ul style="list-style-type: none"> <li>Empathy with the values and aims of the RCN Foundation</li> </ul>	*		
	<ul style="list-style-type: none"> <li>Confident, resourceful and proactive, with initiative and a problem-solving disposition</li> </ul>	*		*
	<ul style="list-style-type: none"> <li>Willing to and experience of working beyond your area of expertise across all our policy areas and priorities</li> </ul>	*		*

The RCN Core Behavioural Competency Framework informs the key behaviours our employees need to demonstrate in their role and these will be assessed throughout the recruitment and selection process.

<p><b>Inspire others to greater heights</b></p>  <p><i>Be passionate about developing yourself and others and push yourself beyond your comfort zone</i></p>	<p><b>Value those around you</b></p>  <p><i>Prize diversity and deal fairly and consistently with people while recognising individual differences</i></p>	<p><b>Show passion for our services</b></p>  <p><i>Have members' and customers' interests at the heart of everything you do and go out of your way to manage and exceed their expectations</i></p>	<p><b>Build outstanding relationships</b></p>  <p><i>Lead and contribute to your team's success and collaborate with people around you and those beyond your immediate team</i></p>	<p><b>Get to the heart of the business</b></p>  <p><i>Have the business interests of the RCN at the forefront of all you do and seek out opportunities to develop your business know-how</i></p>	<p><b>Stay one step ahead</b></p>  <p><i>Be inquisitive, think differently and embrace opportunities for change, helping others to adapt and encouraging new ideas</i></p>
Use the strengths of those around you to maximum effect	Challenge unacceptable behavior where it exists	Demonstrate pride in the RCN and passion for its services	Understand how your team impacts on others	Learn all aspects of the business with enthusiasm	Improve how things are done
Take personal ownership of all that you do	Treat everyone with respect regardless of their position	Ensure all you do has a benefit to members and customers	Focus on your team's primary goals	See yourself as a shareholder in the RCN	Adapt enthusiastically to change and different ways of working
Persist in the face of difficulties and overcome obstacles	Recognise the benefit of different viewpoints	Empower members and customers to help them become more involved	Share knowledge within your team and across other teams	Generate viable opportunities to help the RCN grow and develop	Tackle unfamiliar situations with confidence
Articulate your views and be open to others' opinions	Communicate openly and actively listen to those around you	Stay calm and focused when dealing with challenging situations	Support and help those around you	Work within tight timescales when needed	Help others to respond positively to change
Coach others and share your expertise	Treat everyone fairly and consistently	Go the extra mile	Demonstrate pride in your team and its work	Prioritise work to respond to urgent needs	Be prepared to do things differently and learn from any mistakes
Trust those around you to do their jobs	Encourage mature discussion of differences	Build strong partnerships with outside agencies	Plan projects to involve key people from the start	Show efficiency and value in your use of resources	Adapt your thinking according to the needs of the situation
Seek feedback and learn from what you hear	Be approachable and give time to others	See a task through to the end	Identify opportunities for cross-team working	Translate plans into realistic targets and objectives	Show positive energy even in times of pressure
Lead by example and act as a role model	Respect individual and cultural differences	See things from the members' and customers' perspectives	Understand your strengths and play to them when you can	Understand the impact of your actions on the business	Keep an open mind and think creatively about problems at work
Empower and develop yourself and those around you	Recognise the impact of your behaviour on those around you	Build rapport with members and customers	Seek expertise from outside the team where necessary	Focus on the purpose of your role	Encourage constructive discussion about change
Speak up if you can see a better way to do things	Seek out stakeholders' views where possible	Keep members and customers informed	Ensure all team members have a meaningful part to play	Concentrate on delivering best value	Show your initiative in all that you do

