

<b>The Health Agency – Chief Executive Officer Person Specification</b>	
<b>Qualifications and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Degree from a Higher Education institution</li> <li>• A minimum of two years' experience in leading and managing an organisation</li> <li>• Experience in using a Community Development Approach</li> <li>• Experience of working in partnership with external organisations</li> <li>• Experience of financial planning and overseeing complex budgets</li> <li>• Experience in carrying out regular monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Community Learning and Development, Social Work, Health or other relevant qualification</li> <li>• Relevant qualification in topics such as Cognitive Behavioural Therapy, Health Behaviour Change, Motivational Interviewing.</li> <li>• Experience in working within Primary care</li> <li>• Experience in working with individuals with mental health issues</li> <li>• Experience of living or working in an area of disadvantage</li> </ul>
<b>Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Demonstrable knowledge in health inequalities, health improvement and well-being</li> <li>• Understanding of the needs of people with complex health conditions.</li> <li>• Good working knowledge of the third sector and Primary Care</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of community capacity building</li> <li>• Awareness of main legal responsibilities of the Health Agency</li> <li>• Awareness of national and local policies, and legislation, that the Health Agency could use for future development</li> </ul>
<b>Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to write high quality reports, for both internal and external audiences</li> <li>• Ability to write successful funding applications</li> <li>• Ability to work with minimal supervision</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in sitting on Third Sector Boards or Management Committees.</li> <li>• Experience of using Microsoft Office products.</li> <li>• Ability to develop non-dependent relationships with awareness of personal and professional boundaries</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to plan, organise and prioritise work, meeting deadlines when required</li> <li>• Excellent networking skills</li> <li>• Ability to present information to a wide variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to listen to, motivate and support staff, individuals and stakeholders</li> </ul>
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**Personal Qualities**

- Resilience in dealing with emotions and distress.
- Positive outlook, self-motivation and flexibility.
- Ability to be supportive, respectful and non-judgmental of others.
- Visionary
- Good leader and motivator
- Imaginative techniques will be required for the continuous development of the Health Agency