

## **GENERAL MANAGER – Person Specification**

<b>KEY ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A minimum of five years of experience in management, planning and financial oversight at a senior level.</li> <li>• A minimum of five years' experience in personnel management</li> <li>• A minimum of three years of experience working with a board or committees.</li> <li>• The above experience to have be gained in health (preferably mental health), business or the not for profit sector.</li> <li>• Current driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>• Business, management or clinical qualification.</li> <li>• Experience in the not for profit sector and community organisations.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Application form.</li> <li>• C.V.</li> <li>• Interview</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Knowledge of, and commitment to, the Treaty of Waitangi.</li> <li>• Relationship Management – with internal and external stakeholders.</li> <li>• Excellent oral/written communication and interpersonal skills including conflict resolution.</li> <li>• Consultative and collaborative approach to leadership. Open to constructive feedback.</li> <li>• Knowledge and experience in quality and risk management systems.</li> <li>• Knowledge of legal requirements and issues in the health sector and non-government agencies in particular.</li> <li>• Effective problem - solving and mediation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date knowledge of mental health good practice.</li> <li>• Contract negotiation and management, especially related to the mental health.</li> <li>• Proficiency with office computer equipment and software.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• C.V.</li> <li>• References</li> <li>• Interview</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Ethical - high level of integrity and honesty.</li> <li>• Empathy for mental health clients.</li> <li>• Cultural sensitivity.</li> <li>• Well-developed self-management skills.</li> <li>• Proven ability to cope with conflict, stress and crisis situations.</li> <li>• Willingness to share skills and knowledge with others.</li> <li>• Professional boundaries in a small community.</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Community minded.</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>