

GENERAL MANAGER – Person Specification

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