

## GENERAL MANAGER – Person Specification

KEY ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A minimum of five years of experience in management, policy development, 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 been gained in health (preferably mental health), social services, 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> </ul>	<ul style="list-style-type: none"> <li>• Application form.</li> <li>• C.V.</li> <li>• Interview</li> <li>• Evidence of Qualifications</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to Te Tiriti o 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.</li> <li>• Interest in self-development and 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> <li>• The ability to learn new skills quickly, including familiarisation with new software.</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 sector.</li> <li>• Proficiency with the Microsoft suite of products.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• C.V.</li> <li>• References</li> <li>• Interview</li> <li>•</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Ethical - high level of integrity and honesty.</li> <li>• High level of interpersonal skills</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> <li>• Police vetting</li> <li>• Credit check</li> </ul>