



## GENERAL MANAGER – Person Specification

KEY ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<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>
KNOWLEDGE AND SKILLS	<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>
PERSONAL ATTRIBUTES	<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>