**IMPROVEMENT ADVISOR (SO2)**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | A relevant degree or appropriate work experience. | AF/I/C |
| **WORK EXPERIENCE** | Experience of developing and applying continuous improvement techniques  Experience of review and assessment techniques.  Experience of leading projects.  Experience of developing policy and procedures.  Experience of co-ordinating planning activities. | AF/I  AF/I  AF/I  AF/I  AF/I |
|  | The ability to:   * Apply a range of continuous business improvement techniques to achieve service improvement * Proactively identify areas for improvement and suggest improvements to processes, procedures and practices * Apply a range of consultation and engagement techniques * Interpret complex information and communicate this in a coherent and articulate manner * Develop comprehensive and well structured reports * Co-ordinate and manage activities and projects to achieve improvements * Contribute to overall team development and performance * Deliver presentations to a range of audiences   An understanding of improvement methodologies.  An understanding of consultation techniques  An understanding of the key principles of strategic planning  Well-developed project and performance management skills  Proven research and analytical skills  Good interpersonal skills including the confidence to deal with and influence department heads/senior officers  Understanding of legislation relating to data and information governance, Freedom of Information, equalities and health and safety. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates