

Skill Matrix - PFI Project Team

Post and Incumbent	Essential person specification requirements	Background	Pertinent Knowledge and Skills	Pertinent Experience
Project Director Sue Barnett	<p>Educated to degree level or equivalent</p> <p>Extensive Project Management experience</p> <p>Extensive NHS experience</p> <p>Demonstrable communication, management, contracting and interpersonal skills</p>	<p>Strategic planning</p> <p>Capacity and access planning</p> <p>Capital development schemes</p> <p>Financial and Operational Management within the NHS</p> <p>Change Management encompassing whole system integration and design</p> <p>Senior Management/Board experience</p>	<p>MBA, Henley Management College</p> <p>CIPFA</p> <p>Computer literate including Microsoft Office, Corel suite and Power point</p> <p>Modelling and analysis of financial and activity information</p> <p>Financial framework of NHS</p>	<p>In excess of twenty years NHS experience</p> <p>Whole systems redesign, capacity and financial planning SaFF/SLA negotiation responsibility.</p> <p>Strategic Outline Case for Cardiac new build and Interim Day Case and Theatre Facilities</p> <p>Strategic development of Capital build of new Plastic Surgery and Burns Unit (£30M)</p> <p>Responsible for the Capital build of the Linden Centre (£5M)</p> <p>Business case, negotiation and implementation of new theatre build</p>
Project Manager – PFI Malcolm McKillop	<p>Educated to degree level or equivalent</p> <p>Extensive Project Management experience</p> <p>Extensive NHS experience</p> <p>Demonstrable communication, management, contracting and interpersonal skills</p>	<p>Architect and Project Manager</p> <p>NHS experience of twenty two years</p>	<p>Registered Architect and RIBA</p> <p>MSc in Project Management (Reading University)</p> <p>Computer literate in Microsoft Office, presentation packages, Project 2000 and CAD</p>	<p>Twenty two years previous NHS experience of major projects as Estates Manager, Architect, Project Manager and Health Planner.</p> <p>Projects Manager for two PFI projects to Financial Close with bidding consortia</p> <p>Experience as Health Planner on PFI projects and as Independent Certifier</p> <p>Technical Adviser to Nuffield Orthopaedic Centre PFI Project</p>

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<p>Project Manager – Nurse Planner/Equipping</p> <p>Lyn Wray</p>	<p>Educated to degree level or equivalent</p> <p>Suitable professional qualification</p> <p>Minimum of five years experience of managing projects</p> <p>Demonstrable skills including communication, interpersonal, staff management, organisational etc.</p> <p>Understanding of the NHS</p>	<p>Clinical background within nursing</p> <p>Member of the Management Board of large Tertiary service including the Implementation of Regional and Supra- Regional projects</p> <p>Contract negotiation and monitoring</p>	<p>BSc (Hons) Health Studies (Included large Management component)</p> <p>NHS Project Management training</p> <p>Qualified General Nurse – Level 1 Registered Midwife</p> <p>Certificate in District Nursing</p> <p>Computer literate including Microsoft Office, Corel suite and Power point</p> <p>In excess of thirty years NHS experience</p>	<p>Extensive involvement in Capital build of new Plastic Surgery and Burns Unit (£30M)</p> <p>Business case, negotiation and implementation of new theatre build</p> <p>Currently a team member responsible for the Full Business Case for the interim Daycase and Theatre build and working towards the PITN</p>
<p>Project Manager – EPR</p> <p>Dominic Wilson-Ing</p>	<p>Clinical experience</p> <p>Excellent communication, interpersonal, organisational and facilitation skills</p> <p>Ability to think strategically, solve problems and report both in a written and presentational format</p>	<p>Clinical nursing background particularly specialising in ITU</p>	<p>Qualified General Nurse at Level 1 renewable in April 2003</p> <p>Additional nursing qualifications in Advanced Life Support and Intensive Care</p> <p>Professional Certificate of Management</p> <p>CSE in Computer Studies</p>	<p>Previous experience as a Technical Support Engineer</p>
<p>Finance Manager</p> <p>Nigel Heath</p>	<p>Educated to degree level or equivalent</p> <p>Professional qualification</p> <p>Excellent communication, interpersonal, organisational and facilitation skills</p>	<p>Financial Management</p>	<p>Chartered Certified Accountant</p> <p>Extensive computer experience including Microsoft office and mainframe accounting systems</p>	<p>Extensive experience of NHS costing.</p> <p>Practical knowledge of capital accounting in the NHS.</p> <p>Formerly Project Manager for North Essex Shared Services – specification, procurement and implementation of financial and payroll systems.</p>

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Personal Assistant to Project Director Tracy Kinchin	Advanced skills in computer based packages such as word processing, use of spreadsheets and presentation software Secretarial qualification with a minimum of 60 wpm shorthand and 70 wpm typing Experience of organising events, meetings, note taking and reporting Communication, Interpersonal, organisational and time management skills	Secretarial and administrative support within the NHS	Extensive knowledge of Microsoft Office and presentation programmes RSA I Word Processing, Typewriting, Shorthand-Transcription and Audio Transcription RSA II Typewriting and Wordprocessing RSA III Wordprocessing	Secretary to the Tertiary service Management Board Document formulation and management Organisation of large meetings and workshops
Project Team Administrator Vicki Chapman	Experience of organising events, meetings, note taking and reporting Advanced skills in computer based packages such as word processing, use of spreadsheets and presentation software Secretarial qualification with a minimum of 70 wpm typing Communication, Interpersonal, organisational and time management skills	Administration of financial services Project administration in the financial services industry Charity and Community relations	Computer software knowledge particularly in Microsoft Office Tools and Lotus Prince 2 Foundation Course Pass – with credit – of the Institute of Company Secretaries and Administrators (Foundation Level) Pitman I and II and RSA I Typing	Organisation of large training courses Previous project support experience including planning, co-ordination of business activities and deputising for the Project Manager Trained and managed a small team within the office environment
Project Team Administrative Assistant Claire Davies	Skilled in computer based packages including Microsoft Office Secretarial qualification with a minimum of 50wpm shorthand and 50wpm typing Communication, interpersonal and organisational skills			