

**Knowledge Manager
Person Specification**

Required skills & experience	Crucial	Preferred
Education/ qualifications		
2:1 or above in a relevant field (or equivalent experience)	X	
Professional qualification/equivalent experience in health or social services		X
Professional experience		
Experience working as a researcher or librarian	X	
Experience working as a researcher or librarian in the social care or health sectors		X
Experience in conducting primary and secondary research with thematic analysis	X	
Project management experience with a proven track record of delivery from design through to evaluation	X	
Demonstrable background in evidence searching using a wide range of formally published and grey literature	X	
Experienced in summarising of large-scale and complex information	X	
Experienced in capturing practice and experiential knowledge using diverse and creative methods		X
Experience of partnership working in the social care or health sectors		X
Workshop design, delivery and facilitation		X
Technical skills		
Adept user of IT with ability to pick up new systems quickly and under self-direction	X	
Experience of using social media, blogs and other digital media	X	

Functional skills	Crucial	Preferred
Planning and organisation skills to meet deadlines with flexibility to be able to manage conflicting priorities	X	
A focused, systematic and concise approach to evidence searching	X	
Excellent communications skills, including the ability to articulate complex ideas to multiple audiences in a clear and succinct manner	X	
Fluent written English and an ability to write for a range of audiences	X	
Excellent facilitation and presentation skills	X	
Key attributes	Crucial	Preferred
Excellent interpersonal communication and influencing skills with the ability to quickly establish credibility and build sound relationships with strategic-level stakeholders	X	
Good analytical and problem solving skills	X	
Ability to work under pressure with little managerial input to achieve service outcomes	X	
A high level of attentiveness to customer needs	X	
Ability to work independently and as part of a team	X	
An awareness of, and commitment to, making your work accessible	X	
Resilience and integrity at all times and an adaptability to unexpected change	X	
Strongly held values consistent with the social services sector	X	
Knowledge of the social services sector		X