



## Person specification

### Required competencies, personal skills and qualities for Patient/citizen/people group\*

#### Eligibility criteria for co-opted independent members:

- Candidates must be at least 16 years old.
- Candidates must live or work in the west Essex area.
- If you have more than one job or more than one home, then your main residence or place of work must be in the area. If you move house or jobs and no longer live or work in the area, you will no longer be able to serve on the Patient Reference Group.

#### Candidates must not be:

- A member of the staff of West Essex CCG

#### Competencies required of candidates:

- Ability to think calmly and not to judge others too quickly.
- **Ability to make good judgements** - to have an open-minded and objective approach, for example, engaging openly with West Essex CCG and then taking forward any comments or plans to the community you represent, then feed back their comments and suggestions to the CCG.
- **Have an open mind to change** - to be able to challenge or question views constructively without becoming confrontational, and to recognise and respond positively to the need for change.
- **Ability to communicate effectively** - in a way best suited to you and the people you will be feeding back to in your groups or community setting.
- **Be open and prepared to listen to different views** - from the people you will gain information and feed back on the CCGs behalf, understanding that their views, comments and suggestions all count in an unbiased way.

### **Candidate's personal skills:**

- **Team working** - be able to play an effective role in meetings through listening, persuading and showing respect for the views of others.
- **Enthusiasm and drive** - be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding
- **Respect for others** - be able to treat all people fairly and with respect, to value diversity and respond sensitively to difference.
- **Integrity** – be able to demonstrate high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.
- **Decisiveness** - be able to show resilience, even in challenging circumstances, remaining calm and able to make difficult decisions.
- **Experience (in a paid or unpaid role) in a community setting** - or participating in, engaging with or working alongside community groups.

### **Other requirements**

Group members must be able to attend several meetings during normal office hours (Monday to Friday 9am to 5pm). We would also ask that you attend training provided for you from West Essex CCG prior to the group's first meeting. Members will be able to claim reasonable travelling expenses.

Through our programme of engagement there are many different ways to join our patient group, not all will be attending regular meetings. Please see the Expression of Interest form for more information.

### **West Essex CCG has organisational values which we also encourage our volunteers to sign up to. They are:**

1. **Patient centred at our core** – be committed to ensuring that patients are at the forefront of every decision
2. **Collaborative** - work in partnership with patients, carers, members of the public, practices, partners and providers
3. **Innovative** – be courageous and ambitious in how we commission services taking risks and challenging “the norm” and striving for continuous improvement through learning and reflection
4. **Dedicated to quality** – commission evidence-based and outcome-focussed services which are safe, clinically effective and tailored to local people
5. **Clinically led and locally focussed** - put clinical thinking at the root of what we do and respond to the different needs of our communities

6. **Honesty and respect** – work openly and professionally with local people and collaborators, to build mutual trust and understanding and to be accountable for the decisions we make
7. **Empowering individuals** – encourage contributions and challenges and recognise individual's efforts

*\* Final name to be decided by the group, once it is formed.*