

# Person Specification

Job Title: Loan Kit & Implant Coordinator  
Department: ASCR/NMSK



North Bristol  
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
<b>Education/Training/Qualifications</b>			
To be educated to 'O' level, GCSE or equivalent standard including English at Grade C.	AF	X	
<b>Work Experience</b>			
Experience in a patient/customer focused environment	AF/I		X
Experience of Microsoft Office packages (Word, Excel and Outlook)	AF	X	
Experience of working as part of a team	AF	X	
Experience of hospital computer systems and ordering systems	AF		X
Experience of working within theatres, facilities or inventory management	AF		X
Previous NHS experience	AF		X
<b>Knowledge/Skills/Abilities</b>			
Excellent organisational skills	AF/I	X	
Ability to build rapport and develop working relationships with others at all levels	AF/I	X	
Ability to negotiate and influence	AF/I		X
Excellent communication skills with the ability to communicate with others at all levels	AF / I	X	
Ability to prioritise workload to meet deadlines	AF / I	X	

Ability to work with a high degree of accuracy and attention to detail	AF/I	X	
IT literate	AF	X	
Ability to remain calm and professional in a busy environment	AF/I	X	
Ability to work as part of a team and quickly adapt to changing situations	AF/I	X	
Understanding/familiarity of theatre instrumentation	I		X
<b>Personal Qualities/Special Circumstances</b>			
A flexible approach to work	AF/I	X	
Able to work as part of a team	AF/I	X	
Able to plan and organise own workload	AF/I	X	
Adhere to data protection and confidentiality requirements	AF/I	X	
Excellent interpersonal/communication skills	AF/I	X	