



**AGENDA FOR CHANGE**

**PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Radiology Department Assistant Band 2</b>
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	<b><u>ESSENTIAL</u></b> The qualities without which a post holder could not be appointed	<b><u>DESIRABLE</u></b> Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>		Attainments relevant to the role.	Certificates Application
<b>EXPERIENCE</b>	Previously worked with the general public.	To have worked in a hospital or similar environment previously.	Application Interview  Application Interview  Application Interview
<b>SKILLS</b>	Organisational skills and the ability to manage time effectively.  An ability to perform competently under pressure.  An ability to communicate well both orally and in writing.  An ability to work well & flexibly within a team  Basic IT skills	Ability to care and support others	Application Interview  Interview  Interview  Application Interview  Application Interview
<b>KNOWLEDGE</b>		An ability to use office systems and procedures.  Knowledge of confidentiality and data protection issues	Application Interview  Application Interview  Application Interview
<b>PERSONAL ATTRIBUTES</b>	To have a sympathetic caring nature with an ability to handle		Interview

<p><b>PERSONAL ATTRIBUTES (Cont/..)</b></p>	<p>sensitive issues.</p> <p>To be adaptable to change with a flexible working attitude.</p> <p>Able to perform duties under the supervision of radiographers and senior Radiology Dept assistants.</p>	<p>Able to take direction from others and willing to learn</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>HEALTH &amp; FITNESS</b></p>	<p>The job holder must be assessed by Occupational health as having a level of fitness to carry out duties/tasks after reasonable adjustments under the terms of the Disability Discrimination Act 1995 have been made.</p>		<p>Medical Screening</p>
<p><b>REHABILITATION OF OFFENDERS ACT 1974</b></p>	<p>A disclosure will be requested for this post in the event of a successful application.</p> <p>Level: Enhanced</p>		<p>Disclosure Procedure</p>