

PERSON SPECIFICATION

Factors	Essential <i>The essential criteria are those which the role cannot operate without.</i>	Desirable	Assessment <ul style="list-style-type: none"> • Application Form (App) • Interview (I) • Assessment (Ass)
Qualifications/ Training What should the candidate have already attained?	Good general standard of education at NVQ level 3 (or above) or equivalent experience.	Clinical audit qualification other similar experience.	Application
Knowledge What particular knowledge should the candidate already have?	<p>Working knowledge of records systems and databases</p> <p>Working knowledge of Data Protection and confidentiality principles and legislation.</p> <p>Knowledge of records retention schedules and guidelines</p>	<p>Knowledge of data analysis and associated software/computer systems acquired through formal education or experience.</p> <p>Knowledge of clinical terminologies.</p>	Application
Experience What previous type of experience should the candidate have?	Experience in a role involving data collection, analysis, and reporting.	<p>Experience of scanning and data validation to a very high level of accuracy.</p> <p>Experience of working in a healthcare environment</p>	Application & Interview
Skills What particular skills should the candidate already have?	<p>Proficient in the use of IT systems including Microsoft Office suite, Outlook email, Internet, Intranet and Share Point as examples.</p> <p>Car driver and able to travel across the Trust, including at short notice.</p>	Competence in the use of design software.	Application, Interview & Assessment

	<p>Ability to understand and present information logically and concisely both verbally and in writing, including the ability to present information with clarity.</p> <p>Excellent communication skills</p>		
Personal Qualities	<p>Ability to prioritise workload and work on own initiative with limited supervision.</p> <p>Well-developed interpersonal skills – able to converse clearly and concisely, in a positive manner at all levels.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Organised and pays attention to both the big picture and detail.</p>	Previous line management experience	Application, Interview & Assessment
Other	<p>Excellent punctuality.</p> <p>Able to undertake further training/development as necessary.</p> <p>Patient experience and clinical care quality focused.</p>	Evidence of ongoing personal and professional development.	Interview

NOTE: Candidates should meet all the essential criteria if they are to be shortlisted

Date Reviewed:	February 2024
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