



Person Specification

Job Title	Compliance & Audit Facilitator
Band	Band 4
Department	Service Delivery
Directorate	Operations
Location	The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally within the location of EEAST, or as set out under the terms of their contract.

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential / Desirable	Assessment
Knowledge, Training, and Experience	Educated to NVQ 3 level in a relevant subject, or equivalent level of qualification, or significant equivalent previous proven experience.	E	A/C
	Significant administrative / secretarial experience including initiating and maintaining office systems.	E	A/I
	Demonstrable experience in dealing with the public and dealing with sensitive and confidential information.	E	A/I
	Intermediate knowledge of IT systems and software programmes, such as Outlook, Word, Excel, PowerPoint, and Access.	E	A/I



	Understanding of Confidentiality and Data Protection Act.	E	A/I
	Knowledge of NHS issues.	E	A/I
	UK compatible Driving License.	E	A/C
	Trained or willing to be within 12 months of appointment as a Loggist.	E	A/C
Practical and Intellectual Skills, Personal Qualities, Abilities and Attributes	Clear communicator with excellent writing, data entry, and presentation skills, capable of constructing and delivering clear information/ instructions to staff and service users.	E	I
	Ability to work under pressure in a busy working environment and able to multitask.	E	A/I
	Effective teamworking. Minute taking.	E	A/I
	Must maintain confidentiality and trust.	D	A/I
	Professional, calm, and efficient manner.	E	A/I
	Commitment to Continuing Professional Development.	E	A/I
	Positive and flexible approach to work.	E	A/I
	Have the confidence to remind staff, when appropriate, of the Trust's compliance requirements.	E	A/I
Equality and Diversity	Understanding of, and commitment to, equality of opportunity and good working relationships.	E	A/I
Autonomy	Ability to work without supervision, able to work on own initiative, organising and prioritising own and others' workloads to changing and often tight deadlines.	E	A/I



EEAST Values and Behaviours	EEAST CORE VALUES		
	Care To value warmth, empathy, and compassion in all our relationships.	E	A/I/T
	Teamwork Together as one, work with pride and commitment to achieve our vision.	E	A/I/T
	Quality Strive to consistently achieve high standards through continuous improvement.	E	A/I/T
	Respect To value individuals, including our patients, our staff, and our partners in every interaction.	E	A/I/T
	Honesty To value a culture that has trust, integrity, and transparency at the centre of everything we do.	E	A/I/T
	Evidence that personal behaviour reflects Trust Values.	E	A/I/T
<p>*Assessment will take place with reference to the following information</p> <p>A=Application form I=Interview T=Test C=Certificate</p>			