

PERSON SPECIFICATION

Job Title: IT Trainer - Clinical Systems

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
1.Values:-  Collaborate  Aspire  Respect  Enable	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	
CATEGORY	CRITERIA	Weight	HOW ASSESSED

2. EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Specialist knowledge or evidence of formal training qualification (A Level equivalent)	3	Application form / interview
	Formal Training Qualification or proof of experience Microsoft office user specialist	3	
	5 or more GCSE level qualifications including English and Mathematics at grade A to C or equivalent	3	
3. EXPERIENCE eg Breadth of occupational experience	Exposure to ITIL Practices	1	Application Form / Interview
	Specialist knowledge and expertise as an IT systems trainer or mentor	3	
	Delivery of training within a classroom based scenario	3	
	Experience of working with clinical teams	1	
	Highly developed specialist knowledge of systems management	2	
	Use of computerised clinical systems	2	
	Knowledge of the full training cycle	2	
	Ability to deal with unexpected situations, taking advantage of opportunities and overcoming problems	3	
	Experience of delivering a first class training experience to delegates with varying degrees of ability and knowledge	3	
	Experience of assessing others in a training environment	3 3	

	<p>A minimum of one year's experience as an IT Trainer or mentor.</p> <p>Previous experience of working in a Service/Helpdesk environment providing support to staff.</p> <p>Previous experience of working in the NHS with exposure to Healthcare Systems.</p>	<p>1</p> <p>2</p>	

4. SKILLS, ABILITIES & KNOWLEDGE e.g., Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Excellent interpersonal skills (written and verbal) including the ability to resolve conflict, facilitate and negotiate with staff	3	Application Form / Interview
	Ability to communicate with all levels of staff and stakeholders	3	
	Ability to work in a team and independently	3	
	Excellent communication and presentation skills	3	
	Excellent Administrative skills & good attention to detail	3	
	Able to cope with stress and deadlines	3	
	Able to prioritise, organise and plan work to effectively manage own time	3	
	Diplomacy skills with the ability to challenge positively and maintain credibility	3	
	Experience of delivering a set of agreed objectives or deliverables within the constraints of agreed policies and procedures	3	
	Appreciation of data protection, patient confidentiality and IT security issues and knowledge of Health & Safety principles	3	
5. SPECIAL CIRCUMSTANCES e.g., Ability to work internal rotation	Able to travel between all Trust sites	3	Application Form / Interview
	Able to work flexible hours including occasional evening and weekends if required	3	
	Able to provide on-call services	3	