

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/ Qualifications	Minimum of 5 GCSE's or equivalent Educated to NVQ level 3 or equivalent level of experience	AF	EDCL or equivalent	AF
	Excellent IT skills with an understanding of word, excel and power point, outlook	AF	Broad understanding of Cancer pathways and Cancer Waiting times standards. Previous NHS experience in an administrative role, ideally within cancer services Teaching/coaching experience	AF AF
Skills	Excellent verbal and written communication; ability to use judgement when communicating.	I	Experience of communicating with patients	AF
	Negotiation and persuasion skills.	I		AF
	Ability to escalate issues outside scope of practice	I	Experience of being involved in Service Developments	AF
	Experience of producing reports and/or information for analysis/review	AF, I		
	Experience of managing databases	AF		
	Experience of working to specific protocols.	AF		
	Ability to initiate change to improve efficiency	I		
Person spec in skills - Evidence of having undertaken own development to improve understanding of equalities issues	I			

People Management and Development	Experience of training others in own area of work	AF		
Specific Requirements	N/A			
Freedom to Act	Ability to work on own initiative with minimal supervision	I		
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		