

PERSON SPECIFICATION

SENIOR SYSTEMS TRAINER (BAND 6) FINANCE DIRECTORATE

1. Knowledge, skills and training	Essential	Desirable	Assessment method	Interview Score*
1.1 Diploma/Degree in relevant subject or equivalent experience	Yes		Certification	
1.2 Recognised Teaching Qualification (e.g. Post Graduate TDip or Cert of Ed) or equivalent experience	Yes		Certification	
1.3 NHS Elite qualified (or equivalent) and qualified to teach MS Office to ECDL standards.	Yes		Certification	
1.4 Expert knowledge of a variety of health related IT systems and their use, for a variety of the common practice systems acquired over a significant period		Yes	Application form/interview	
1.5 Accredited trainer in at least one specialist core clinical system		Yes	Certification	
2. Job specific experience	Essential	Desirable	Assessment method	
2.1 At least 3 years experience working in the NHS	Yes		Application form/interview/references	
2.2 At least 3 years previous technical/IT teaching/training experience	Yes		Application form/interview/references	
2.3 Able to make clear presentations which engage the audience and effectively deliver the message and training to audiences with differing levels of understanding and needs	Yes		Application form/interview/references	
2.4 Experience in developing, designing and tailoring training materials to engage learners and meet agreed programme learning outcomes		Yes	Application form/interview/references	
3. Managerial/supervisory experience	Essential	Desirable	Assessment method	
3.1 Ability to train users in best practice use of clinical systems	Yes		Application form/interview/references	
3.2 Experience of managing a team of staff	Yes		Application form/interview/references	
3.3 Confident and an ability to motivate and inspire confidence in others	Yes		Application form/interview/references	
4. Finance & Resources	Essential	Desirable	Assessment method	
5. Information Technology	Essential	Desirable	Assessment method	
5.1 Demonstrable experience in the use of Microsoft Office applications, e.g. Outlook, Word, Excel, PowerPoint and Internet Explorer	Yes		Application form/certification	
5.2 Demonstrable experience in the use of clinical systems such as RiO, TPP, CAMIS		Yes	Application form/certification	

6. Personal qualities/attributes	Essential	Desirable	Assessment method	
6.1 Excellent verbal and written communication skills	Yes		Application form/ interview	
6.2 Skills in creating a positive learner environment	Yes		Application form/ interview	
6.3 Active listening and ensuring learner focus		Yes	Interview	
6.4 Capable of explaining technical concepts in clear concise understandable terms	Yes		Application form/ interview	
6.5 Strong organisational skills and able to act under pressure e.g. time management, ability to prioritise and meet deadlines	Yes		Application form/ interview/references	
6.6 An understanding of the management of change and the cultural change linked to the adoption and use of technology	Yes		Application form/ interview	
6.7 Able to analyse complex situations and take rational decisions/actions, based on information available	Yes		Interview	
6.8 Receptive and open to feedback	Yes		Interview/references	
7. Business travel	Essential	Desirable	Assessment method	Interview score*
7.1 Subject to the provisions of the Disability Discrimination Act, able to travel using own vehicle on Trust business.	Level 2			
8. Additional requirements	Essential	Desirable		
8.1 Adaptable and flexible approach to work	Yes		Interview/references	

Interview scoring:

- 3 Fully meets specification
- 2 Partially meets specification (minor training need)
- 1 Partially meets specification (major training need)
- 0 Does not meet specification

Total score:

Maximum possible score:

Notes: