

**PERSON SPECIFICATION**  
**SYSTEMS TRAINER (BAND 5)**  
**FINANCE DIRECTORATE**

<b>1. Knowledge, Skills and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
1.1 Good standard of education to Diploma/Degree Level or equivalent experience	Yes		Certification
1.2 Recognised Teaching Qualification (e.g. Post Graduate TDip or Cert of Ed)	Yes		Certification
1.3 NHS Elite qualified (or equivalent) and qualified to teach MS Office to ECDL standards	Yes		Certification
<b>2. Job Specific Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
2.1 Previous experience working in the NHS		Yes	Application Form
2.2 Demonstrable previous IT teaching/training experience	Yes		Application Form
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
2.4 Experience in developing, designing and tailoring training materials to engage learners and meet agreed programme learning outcomes		Yes	Application Form / Interview
<b>3. Managerial/supervisory</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
3.1 Ability to train users in best practice use of clinical systems	Yes		Application Form / Interview
3.2 Confident and an ability to motivate and inspire confidence in others	Yes		Application Form / Interview
<b>4. Information Technology</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
4.1 Demonstrable experience in the use of Microsoft Office applications, e.g. Outlook, Word, Excel, PowerPoint and Internet Explorer	Yes		Application Form / Interview
<b>5. Personal Qualities/Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
5.1 Excellent verbal and written communication skills	Yes		Application Form / Interview
5.2 Skills in creating a positive learner environment	Yes		Interview

5.3 Active listening and ensuring learner focus		Yes	Interview
5.4 Capable of explaining technical concepts in clear concise understandable terms	Yes		Interview
5.5 Strong organisational skills and able to act under pressure e.g. time management, ability to prioritise and meet deadlines	Yes		Interview
5.6 An understanding of the management of change and the cultural change linked to the adoption and use of technology	Yes		Interview
5.7 Able to assess problems/situations and decide on best course of action, based on information available	Yes		Interview
5.8 Receptive and open to feedback	Yes		Interview
<b>6. Business Travel</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
6.1 Subject to the provisions of the Equality Act 2010, able to travel using own vehicle on Trust business.	Level 2		Application Form
<b>8. Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
8.1 Adaptable and flexible approach to work	Yes		Interview
8.2 Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively.	Yes		Application Form

### Essential / Desirable Car User Definitions

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.