

PERSON SPECIFICATION
Primary Care Programme Officer
Vacancy Reference: 0361-24

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
A minimum of 3 years' experience working with office systems and procedures at a senior level and in a relevant environment	Essential	Application form
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form/Interview
Proven experience of line management.	Essential	Application form/interview
Evidenced ability to work flexibly and adapt to changing priorities and timescales, as an individual and as part of a team, ideally in a leadership role.	Essential	Supporting Statement/Interview
Evidenced ability of a high level of organisational skills	Essential	Supporting Statement/Interview
Excellent oral and written communication skills with the ability to build successful working relationships with a diverse range of people including placement partners and stakeholder, academics, clinical and professional staff.	Essential	Supporting Statements/Interview
Advanced IT Competency across a range of Microsoft Office applications.	Essential	Application form
Experience of handling confidential information and knowledge of Data Protection legislation.	Essential	Interview
An ongoing commitment to professional development	Essential	Application form/Interview
Evidence of close level support and assistance to a senior colleague	Essential	Supporting Statement/Interview
Educated to degree level or equivalent professional qualifications or experience	Desirable	Application form

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by competency based interview questions, tests, presentation etc.