

PERSON SPECIFICATION
Assessment Coordinator
Vacancy Ref: N1945

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form/Interview
Effective numeracy and IT literacy, to include GCSE Maths and English at Grade C or above and ECDL or equivalent.	Essential	Application Form
Relevant evidenced experience of IT systems including using a range of Microsoft Office packages including Excel and Word at an advanced level. Evidenced ability of confidence and flexibility using bespoke and/or in-house systems.	Essential	Application Form/ Interview
Ability to make pro-active contribution to the continuous improvement of systems and processes including the use of IT to improve efficiency.	Essential	Application Form/Interview
Relevant evidenced experience of working in a high pressure, highly confidential and highly accurate workplace.	Essential	Supporting Statement/Interview
Substantial and evidenced experience of self-directed working and teamwork demonstrating a calm and flexible attitude.	Essential	Supporting Statement/Interview
Evidenced ability to communicate effectively and appropriately with a variety of people and organisations whilst maintaining professionalism.	Essential	Supporting Statement/ Interview
Experience of handling confidential and restricted information with an up to date knowledge of data protection regulations.	Essential	Supporting Statement/Interview
Experience of working within an NHS or Higher Education environment.	Essential	Application Form/Interview
Evidenced commitment to ongoing personal development and training with a willingness to undertake training to improve skill base or adapt to changing circumstances.	Essential	Interview
Experience of supervisory responsibility.	Desirable	Application Form/Interview
Experience of administrative processes in assessment.	Desirable	Application Form
Experience of servicing meetings, taking minutes, and producing and circulating them in an efficient and appropriate format.	Desirable	Interview

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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 either competency based interview questions, tests, presentation etc.