

# Person Specification

**Job Title: E-Rostering Project and Implementation Officer**

**Division/Department:** Human Resources

**Band:** 5

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
<b>Commitment to Trust Values and Behaviours</b>	Must be able to demonstrate behaviours consistent with the Trust’s “We are here for you” behavioural standards		A

<b>Training &amp; Qualifications</b>	Educated to A level or equivalent or Advanced Apprenticeship in Business Administration or NVQ level 4 or equivalent NHS experience		A I
<b>Experience</b>	<p>Significant recent experience within a Medical Workforce role, including designing rota templates.</p> <p>Experience of understanding of key legislation relating to doctors in training including the 2002/2016 &amp; any subsequent junior doctors contracts</p> <p>Working knowledge of rota management and creation.</p> <p>Experience of training others on new processes and concepts.</p>		A/I
<b>Communication and relationship skills</b>	<p>Confident and able to establish credibility quickly.</p> <p>Able to communicate clearly and effectively with all levels of staff demonstrating highest professional standards &amp; behaviours</p> <p>Ability to communicate complex and sensitive information sometimes in an emotive atmosphere.</p> <p>Skilled in building and developing relationships with a variety of groups and individuals from a range of backgrounds.</p>		I

<b>Analytical and Judgement skills</b>	<p>Able to identify and implement improvements to systems and service provision</p> <p>Problem solver and solutions orientated.</p> <p>Able to put complex concepts across to a range of people either in a training situation or on a one to one basis.</p> <p>Accuracy and eye for detail</p> <p>Strong analytical skills</p>	<p>Experience with ESR</p>	<p>I</p>
<b>Planning and organisation skills</b>	<p>Proven organisational skills</p> <p>Experience of managing a heavy and diverse workload, prioritising effectively at all times</p> <p>Able to work under pressure and concentrate on tasks, such as rota building for prolonged periods.</p> <p>Able to work independently to manage complex queries</p> <p>Able to plan in advance to ensure work meets set deadlines.</p>	<p>Proven experience of working to deadlines</p>	<p>A/I</p>
<b>Physical skills</b>	<p>Work will be mainly office based (High VDU user)</p>		<p>A/I</p>

<b>Other requirements specific to the role (e.g. be able to drive or work shifts)</b>	Drive and determination to bring about successful change.  Ability to work flexibly and as part of a team.  To work flexibly across both sites as and when required.		1
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