

PERSON SPECIFICATION

JOB TITLE:	Skin Cancer care navigator
JOB BAND:	Band 4

GUIDANCE FOR MANAGERS:

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

Qualifications & Education	Weighting (Essential or Desirable)
5 x GCSE's at level/grade 4 or above including Maths and English or equivalent qualification	Essential
NVQ level 3 Business Administration or equivalent qualification	Essential
Evidence of continued professional development	Desirable
Willingness to undertake learning and development courses	Desirable

Knowledge and Training	Weighting (Essential or Desirable)
Able to demonstrate advanced use of Microsoft office packages, particularly outlook, excel and word	Essential
Working knowledge of designing and maintaining excel/access databases	Essential
Able to meet changing demands and priorities with a flexible approach	Essential
Competent in the use of information technology systems	Essential
Understanding of patient centred care	Desirable
Awareness of national cancer strategies and policies	Desirable

Experience	Weighting (Essential or Desirable)
Cancer experience	Essential
Experience of initiating and seeing through to completion of tasks or work-streams within healthcare	Essential
Experience of working with colleagues across partner organisations	Essential
Experience of NHS PAS systems	Desirable
Experience of Somerset Cancer Register	Desirable
Experience of minute taking	Desirable

Communication & Relationship Skills	Weighting (Essential or Desirable)
Displays strong motivation and commitment	Essential
Excellent interpersonal skills and ability to communicate effectively with people internal and external to the organization	Essential
Friendly and professional attitude	Essential

Analytical & Judgement Skills	Weighting (Essential or Desirable)
Problem Solving skills	Essential
Ability to prioritise own workload	Essential
Ability to cope effectively under pressure	Essential
Accepts responsibility and accountability for own work and can define the responsibilities of others	Essential
Able to manage conflicting priorities and organize workload effectively, with minimal supervision, to meet tight deadlines	Essential
Ability and willingness to handle highly confidential information without compromising confidentiality or trust	Essential
Confident to assume ownership of MDT responsibilities	Essential

Planning & Organisational Skills	Weighting (Essential or Desirable)
Has self-confidence and uses this to respectfully challenge where appropriate	Essential
Ability to work effectively within a team	Essential

Physical Skills	Weighting (Essential or Desirable)
Can sit for long periods of time at a desktop work station	Essential

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	Cindy Wright
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