

## Person Specification

The purpose of this specification is to identify the attributes and competencies required for the post holder to perform the duties described in the job description.

These are identified as either essential i.e. those without which the job could not be performed adequately, or desirable i.e. those which, although not essential, could enhance job performance and would be expected to be developed by the successful candidate during their employment in the role.

These criteria should be capable of being measured in some way through the selection process either by information given on the application form or by questions or assessments planned for the interview. The specification will be used to shortlist applicants, who will need to meet most of the essential criteria and to compare how well candidates match the full specification.

|                   |  |
|-------------------|--|
| <b>Job Title:</b> | <b>Senior Assistant Technical Officer - Preparative Services</b> |
| <b>Job Band:</b>  | <b>Band 3</b>  |

| Education & Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| GCSE (or Equivalent) in Maths and English grade C or above   | Yes       |           |
| Knowledge and experience underpinned by appropriate training or equivalent to NVQ Level 2 in Pharmacy Services | Yes       |           |

| Skills & Experience                                       | Essential | Desirable |
|---|-----------|-----------|
| IT literate, use of databases, Microsoft etc.             | Yes       |           |
| Good team worker and also able to work on own initiative. | Yes       |           |
| Previous (recent) experience working in a pharmacy        | Yes       |           |



**CARE**  
A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



**RESPECT**  
A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



**RESPONSIBILITY**  
A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.

|   |     |     |
|---|-----|-----|
| Able to lead and undertake responsibility                                   | Yes |     |
| Experience as a dispenser   |     | Yes |
| Good numeracy and literacy skills   | Yes |     |
| Experience of stock management and stock control systems                    |     | Yes |
| Knowledge and understanding of Good Manufacturing Practice                  |     | Yes |
| Has good dexterity and ability to work within standard operating procedures | Yes |     |

| Personal Qualities  | Essential | Desirable |
|---|-----------|-----------|
| Excellent organisational skills                           | Yes       |           |
| Able to supervise and support senior members of the team. | Yes       |           |
| Friendly, supportive and able to motivate others.         | Yes       |           |
| Able to cope with change                                  | Yes       |           |

| Interests & Motivation to the Job  | Essential | Desirable |
|--|-----------|-----------|
| Self-motivating within the workplace.  | Yes       |           |
| Ability to meet deadlines and manage own time well.                                      | Yes       |           |
| Committed to own training.   | Yes       |           |
| Be capable of all tasks in job description including manual handling of pharmaceuticals. | Yes       |           |
| Able to work during the normal working week, extended hours, weekends and bank holidays. | Yes       |           |
| Able to commute between places of work to meet requirements of the post/service          | Yes       |           |



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| Communication & Interpersonal Skills    | Essential | Desirable |
|---|-----------|-----------|
| Ability to mix with existing staff      | Yes       |           |
| Good written/oral communication skills. | Yes       |           |
| Flexible and reliable                   | Yes       |           |

| Trust Vision & Values  | Essential | Desirable |
|--|-----------|-----------|
| Able to provide safe, caring and effective services  | Yes       |           |
| We would expect your values and behaviours to reflect the Trust values of Care, Respect & Responsibility | Yes       |           |

|                     |                      |
|---------------------|----------------------|
| <b>Prepared by:</b> | <b>Adele Forrest</b> |
| <b>Date:</b>        | <b>19.01.23</b>      |



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