

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.

Job Title:	Assistant Technical Officer - Preparative Services
Job Band:	Band 2

Education & Qualifications	Essential	Desirable
GCSE (or Equivalent) in Maths and English grade C or above	Yes	
NVQ Level 2 Pharmacy Services or Unit accreditation within specialised area, and/or equivalent experience, e.g. validated training as a Pharmacy Assistant.		Yes

Skills & Experience	Essential	Desirable
IT literate, use of databases, Microsoft etc.	Yes	
Previous (recent) experience working in a pharmacy (e.g. Saturday/vacation work)		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, to be a good team player and able to work alone.	Yes	

Interests & Motivation to the Job	Essential	Desirable
Self-motivating within the workplace.	Yes	
Ability to meet deadlines and manage time/set priorities.	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	

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	

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Date:	19.01.23





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.