

## PERSON SPECIFICATION

### eRostering Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Higher IT qualification (eg ECDL Level 2) or equivalent experience.</p> <p>A good standard of education or equivalent experience in an appropriate role.</p>	<p>Experience in using HealthRoster.</p>
<b>Knowledge/Experience</b>	<p>Experience of producing and managing rotas via an electronic system.</p> <p>Understanding of the impact of differing shift patterns and associated legislation</p> <p>Proven track record of assisting with trouble shooting and problem solving for software applications.</p> <p>Experience of delivering training in a one to one situation and groups.</p> <p>Knowledge and experience of successful delivery of projects or aspects of large projects.</p> <p>Supervision or management of staff.</p>	<p>Experience of delivering training in a classroom setting.</p> <p>Experience of adjusting project plans to ensure deadlines and/or KPIs are met.</p> <p>Experience of operating a helpdesk.</p>
<b>Skills/Abilities</b>	<p>Effectively communicates with all staff groups including senior managers.</p> <p>Ability to confidently challenge the status quo and recommend improvement.</p> <p>Overcome barriers to understanding and dealing with conflict.</p> <p>Team worker.</p> <p>Ability to prioritise and deliver work of high quality to tight timescales whilst managing conflicting priorities.</p> <p>Remains calm under pressure.</p> <p>Effective negotiating skills.</p> <p>Highly organised.</p> <p>Self motivated.</p> <p>Positive and flexible approach.</p>	<p>Evidence of continued personal development.</p> <p>Anticipates problems and difficulties.</p> <p>Able to develop and design learning materials.</p>