

Person Specification

JOB TITLE: Portering Officer

DEPARTMENT: Facilities

| REQUIREMENTS | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|--|---|--|-----------------------|
| Education/Qualifications | <ul style="list-style-type: none"> NVQ Level 3 in Leadership and Management or equivalent NVQ in customer care or equivalent GCSE English and Maths or equivalent | <ul style="list-style-type: none"> IOSH Managing Safely Manual Handling Trainer Fire Safety trained Health & Safety trained | Application/Interview |
| Knowledge, Training & Experience | <ul style="list-style-type: none"> 3 years in an NHS or customer focused environment. Leadership and Management skills Overseeing a large group of staff Report writing Budget/Finance IT Skills including spreadsheets | <ul style="list-style-type: none"> Experience working in hospital or similar environment Driving passenger transport or delivery vehicles Knowledge of NHS plans, targets and initiatives | Application/Interview |
| Communication and Interpersonal Skills | <ul style="list-style-type: none"> Ability to prioritise own workload Proactive Target driven Problem solver Good standard of written and verbal communication skills | | Application/Interview |

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|------------------------------|--|---|-----------------------|
| Special Attributes and other | <ul style="list-style-type: none"> Physically fit Flexibility towards working arrangements Caring and understanding approach Keeps calm under pressure and in difficult situations Interested in self-development | <ul style="list-style-type: none"> Knowledge & understanding of NHS Portering Services | Application/Interview |
| Other Requirements | <ul style="list-style-type: none"> Clean, full driving license Enhanced DBS will be undertaken following interview for successful candidates | | Application/Interview |

