

## PERSON SPECIFICATION

### Clinical Assistant Community Adult Speech and Language Therapy Team.

1.	Knowledge, skills and training	Essential	Desirable	Assessment Method
1.1.	Ability to demonstrate clear and legible written communication skills.	Yes		Application form
1.2.	Personal development portfolio demonstrating practical learning and formal education.	Yes		Application form/interview
1.3.	Working knowledge and proven administration and office management skills.	Yes		Application form/references
1.4.	IT qualification.		Yes	certificate
1.5.	Formal typing qualification.		Yes	certificate
1.6.	NVQ level 3 or equivalent (or working towards) in rehabilitation.		Yes	Certificate/achievement to date
2.	Job specific experience	Essential	Desirable	Assessment method
2.1.	Experience of working in a Team.	Yes		Application form
2.2.	Demonstrable ability to work on own initiative.	Yes		Application form
2.3.	Evidence of recent experience of working in a healthcare environment.	Yes		Application form
2.4.	Experience of working with people with acquired communication disability.		Yes	Application form

2.5.	Experience of the practical applications of IT systems/software.		Yes	Application form/assessment at interview
<b>3.</b>	<b>Personal qualities/attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
3.1.	Ability to manage time/caseload pressures in a rapidly changing environment using appropriate prioritization.	Yes		Interview
3.2.	Good interpersonal communication skills.	Yes		Interview
3.3.	Ability to recognize own limitations and be prepared to seek advice, when necessary.	Yes		. Interview
3.4.	Ability to develop relationships with patients, carers, staff and work within a team.	Yes		Interview
3.5.	Enthusiasm for new methods of working		Yes	. Interview
3.6.	Awareness of roles within multidisciplinary working.		Yes	. Interview
<b>7.</b>	<b>Business travel</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
7.1.	Subject to the provisions of the Disability Discrimination Act, able to travel using own vehicle on Trust business.	Level 1* or Level 2*	Level 3*	
<b>8.</b>	<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
8.1.	Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively.	Yes		e.g. application form/references/ interview

**\*Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.