



We are Bradford: we value diversity and champion inclusion

## PERSON SPECIFICATION

**Post Title:** Porter  
**Band:** Band 2  
**Department, Location:** BRI & SLH

### ***An Equal Opportunity Employer***

*Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010.*

**E or D indicates whether a selection criterion is 'Essential' to the job role or 'Desirable'.**

As a minimum a candidate must meet the essential criteria for the post to be recruited.

<b>Experience</b>	<b>How Identified</b>	<b>E/D</b>
Significant working experience within a customer focused environment	Application form/ Interview	E
Working in a Hospital/ Care Home/ Healthcare Environment	Application form/ Interview	D
Portering Work Experience	Application form/ Interview	D

<b>Skills</b> <i>Includes; Analytical &amp; judgemental Skills, Communication &amp; Relationship Skills, Physical Skills,</i>	<b>How Identified</b>	<b>E/D</b>
Ability to follow instructions (verbal and written)	Application form/ Test	E
Ability to organise self and personal workload	Interview	E
Ability to work effectively as part of a team	Interview	E
Ability to work within agreed procedures and deadlines and to use initiative appropriately to deal with unexpected situations	Application form/Interview	E
Ability to communicate effectively and politely with a range of people	Interview	E

<b>Knowledge</b> <i>Includes; Knowledge &amp; Training</i>	<b>How Identified</b>	<b>E/D</b>
Understanding of Information Governance and Confidentiality	Application/ Interview	E
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues.	Interview	E
Appreciation of personal hygiene and infection control in a healthcare setting	Interview	E
Knowledge of portering services and how this impacts on patient care and services delivered within the hospital	Application form/ Interview	D

<b>Qualifications</b> - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	<b>How Identified</b>	<b>E/D</b>
Willing to undertake and complete mandatory training within the probation period.	Interview	E
Entry level 3 or above in literacy	Certificate/test	E
Entry level 2 or above in numeracy, or willing to undertake training to achieve.	Certificate/test	D
<i>Full drivers licence including 3.5 tonne vehicles **</i>	Application form/ certificate	D

Health & Safety Training	Application form/ certificate	D
Customer Service Training	Application form/ certificate	D

**\*\*Only required for porters who will be required to move waste**

<b>Values and Behaviours</b> (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	<b>How Identified</b>	<b>E/D</b>
We are one team <ul style="list-style-type: none"> <li>• We trust each other and work together</li> <li>• We talk clearly and honestly.</li> <li>• We make every penny count.</li> <li>• We get better all the time</li> </ul>	Application form/ Interview/ Test	E
We care <ul style="list-style-type: none"> <li>• We are kind and compassionate.</li> <li>• We take ownership and keep our word.</li> <li>• We are passionate, proud and committed.</li> <li>• We say thank you.</li> </ul>	Application form/ Interview/ Test	E
We value people <ul style="list-style-type: none"> <li>• We respect each other and our patients</li> <li>• We embrace difference</li> <li>• We support each other</li> <li>• We say when we have done well and learn from mistakes</li> </ul>	Application form/ Interview/ Test	E

<b>Other Requirements:</b> <i>Includes; Working Conditions</i>	<b>How Identified</b>	<b>E/D</b>
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Willing and able to work shifts (including nights, week days, weekends, Bank Holidays) on any of the Trust Sites.	Interview	E
Demonstrates motivation to provide an excellent, patient centred service	Interview	E