

## EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

<b>Post Title</b>	Senior Pharmacy Support Worker	<b>Directorate/Department</b>	Pharmacy
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### Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

<b>Interview</b>	These criteria will be assessed during an interview, should you be shortlisted.
<b>Application</b>	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
<b>Presentation</b>	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

### Physical requirements of the post

Requirements	Assessment Method	Essential	Desirable
Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to the Equality Act/Disability Discrimination Act).		X	
Required to lift and handle packages, weighing up to 15kg on a repetitive basis. (Reasonable adjustment may be made)		X	
Required to move pallets weighing between 500 and 600kg using an unpowered pallet truck daily (Receipts posts only)			

### Qualifications / training required

Requirements	Assessment Method	Essential	Desirable
2 GCSE's or equivalent grades A* - C or 4-9 in English and Maths (If qualifications gained outside the UK evidence of equivalent standards must be demonstrated at interview)	Application Interview Test		X

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NVQ 2 in Pharmacy or other Level 2 approved GPhC qualification for pharmacy support staff or equivalent experience	Application Interview	X	
Other healthcare qualifications	Application Interview		X
GCSEs in science-based or other role specific relevant subjects	Application		X
Supervisory qualification or equivalent demonstrable experience of supervision		X	
<b>Previous or relevant experience necessary</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Use of information technology in the workplace or within education or voluntary sector	Application Interview	X	
Standard keyboard skills	Application Interview	X	
Previous pharmacy experience (hospital or community) or supervisory experience	Application Interview	X	
Previous experience in health or social care (if not pharmacy)	Application Interview		X
Experience in stock control i.e., receiving, maintaining and / or issuing stock	Application Interview		X
Clinical trials or research experience (Clinical trials only)	Application Interview		X
Use of till and / or handling money in a work environment (RSH posts only)	Application Interview		X
<b>Aptitudes and skills required</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Customer service skills in the workplace or voluntary sector	Application Interview	X	
Communicate effectively with others in English both in speaking and writing	Application Interview Test	X	

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Able to demonstrate ability to pass Numeracy test at interview	Application Test	X	
Ability to follow procedures	Application Interview	X	
Attention to detail and accurate working	Application Interview Test	X	
Able to work independently and prioritise work.	Application Interview	X	
Demonstrate times when able to work effectively under pressure	Application Interview		X
Motivated and self-reliant and organised	Application Interview	X	
Adaptable particularly able to work in busy, noisy and changing environments	Application Interview	X	
<b>Special requirements of the post</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Must be able to commit to completing 'in-house' training programme within 6 months of starting. Opportunities to progress are available but may require additional qualifications to meet eligibility criteria to undertake additional qualifications	Interview	X	
Must be able to work late evenings, bank holidays and weekend working according to rota requirements	Application Interview	X	
<b>Values and behaviours</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> <li>Patients First</li> <li>Always Improving</li> </ul>	Application and Interview	X	

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• Working Together			
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