

PERSON SPECIFICATION

Job Title: Digital Education Facilitator

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Evidence of formal teaching or training qualification or equivalent experience, eg, City & Guilds 7307, Cert Ed, PGCE, CTTL, CIPD etc	Evidence of successfully completing presentation skills course	Application Form Certificates
	Evidence of continued professional development	Evidence of further study	Application Form Certificates
	Achievement of a Microsoft Office qualification, eg, ECDL, MOS or equivalent	Achievement of a project management qualification, eg, PRINCE/Agile	Application Form Interview Reference
		Achievement of ECDL Advanced or Microsoft Office Specialist (MOS) module(s) or equivalent	Application Form Interview
		Member of professional organisation	Application Form Interview
		Recognised management qualification or equivalent, or proven management experience	Application Form Certificates

EXPERIENCE	Experience of working in the NHS and using computerised systems within a health care setting	Understanding of the development and application of computerised systems within healthcare	Interview Reference
	Experience in supporting and training staff in clinical systems	Experience in developing e-learning packages	Interview Application Form
	Knowledge and experience in the identifying training needs, designing, planning and delivery of Training and conducting Training Needs Analysis	Involved in change management	Interview Application Form Reference
	Evidence of strategic and conceptual thinking to support change management	Involved in process mapping using Lean methodology	Interview
SKILLS	Computer literate with knowledge of MS Office applications, clinical systems, PC environment	Ability to make judgements and provide advice on all matters relating to training	Interview Reference
	Proven track record of working as part of a team		Interview Reference
	Skilled negotiator who is able to motivate and persuade, if required using tact and persuasive skills		Interview Reference
	Excellent interpersonal and communication skills (written, oral, digital)		Interview
	Ability to apply Digital technology to working practices		Interview
	Patient with the ability to communicate ideas/concepts well		Interview Reference

	Excellent presentation skills		Application Form Presentation Interview
	Highly motivated and committed to the use of computerised information systems within the NHS		Interview Reference
	Proven skills in managing information and maintaining records		
KNOWLEDGE	In depth knowledge and experience of the use and application of computerised information systems within the workplace	Practical understanding of the IM&T requirements within the NHS, its related issues, main purpose and benefits	Application Form Interview
	In depth knowledge and experience of using Microsoft Office to support application training	Knowledge of Lean methodology	Interview Certificates
	Knowledge of a range of work practices and procedures acquired through formal training and experience	Knowledge of other departmental systems within the workplace eg Radiology, Pathology	Application Form Interview
	Knowledge of relevant legislation eg Information Governance, Data Protection		Application Form Interview
	Continual development of knowledge and requirements to support change		Application Form Interview
OTHER	Organised and capable of working to tight deadline	Car owner/driver subject to the conditions of the DDA	Interview Reference

<i>(Please Specify)</i>	Willingness to learn and teach new skills to others		Application Form Interview
	Flexible in approach to working hours		Interview
	Ability to work on own initiative and with the minimum of supervision		Interview Reference

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Prepared by Sharon Lythgoe, Digital Education Manager