

Person Specification

Job Title: Pharmacy Administrative Officer **Division: Support Division**

Job Requirements		Weighting
QUALIFICATIONS/TRAINING <ul style="list-style-type: none"> Level of education Professional qualifications Vocational Training Post basic qualifications Training and learning programmes/courses 	<ul style="list-style-type: none"> GCSE or equivalent level of education, to include English and Maths NVQ level 2 or equivalent experience 	<p>E</p> <p>E</p>
EXPERIENCE <ul style="list-style-type: none"> Length and type of experience Level at which experience gained 	<ul style="list-style-type: none"> Previous experience in hospital or healthcare work Previous Pharmacy experience 	<p>E</p> <p>D</p>
SKILLS/KNOWLEDGE <ul style="list-style-type: none"> Range and level of skills Depth and extent of knowledge 	<ul style="list-style-type: none"> Keyboard skills and general IT knowledge Able to organise and plan own workload and others Able to analyse and respond to various requests, prioritising as necessary Able to instruct others of changing priorities, some of whom will be more senior Has a good understanding of specialist area. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
PERSONAL QUALITIES <ul style="list-style-type: none"> Sometimes called attributes 	<ul style="list-style-type: none"> Good manual dexterity Good verbal communication skills Enthusiastic Able to create a rapport Presentable appearance Ability to work alone and as part of a team Accurate and observant Invariably follows standard operating procedures 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
OTHER JOB REQUIREMENTS <ul style="list-style-type: none"> Physical attributes Specific job circumstances such as unsocial hours Special requirements such as car driver 	<ul style="list-style-type: none"> Able to meet the physical demands of the post e.g. lifting, standing, delivering materials and moderate lifting (<13kg) Able to use a VDU Willing to work in restricted position for long periods Willing to work in a noisy environment Willing to work in full protective clothing Willing to work with contained, hazardous substances using protective equipment. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

* Notes on Completion	
JOB REQUIREMENTS The job requirements are in effect the person specification, in that they specify the person who could do the job competently.	WEIGHTING Please indicate for each criteria whether it is Essential or Desirable.

