

PERSON SPECIFICATION

Post Title: TRAINING AND DEVELOPMENT MANAGER

Band: 6

Department, Location: BRI

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 Disability Discrimination Act 1995.

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.

Experience	How Identified	E/D
At least four years experience of Technical pharmacy service delivery with at least two years post qualification	Application Form Interview	E
Experience in supervising and mentoring staff		E
Member of the Association of Pharmacy Technicians UK		E

Skills	How Identified	E/D
For KSF Includes; Analytical & judgemental Skills, Communication & Relationship Skills, Physical Skills,		
Able to analyse and interpret a wide range of technical information	Application Form Interview	E
Numeracy skills	Application Form Interview	E
Accurate and concise written and oral communication skills	Application Form Interview	E
Ability to work effectively under pressure	Application Form Interview	E
Excellent team working skills	Application Form Interview	E
Demonstrable attention to detail	Application Form Interview	E
Able to demonstrate excellent leadership skills	Application Form Interview	E
Able to assess staff performance against agreed standards and criteria, and to provide feedback and development	Application Form Interview	E
Able to work independently and under guidance, within departmental, Trust and statutory and professional codes of practice / ethics	Application Form Interview	E
Excellent time management skills	Application form, references and interview	E

Knowledge	How Identified	E/D
For KSF Includes; Knowledge & Training		
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

Evidence of continued professional development or equivalent knowledge through extensive experience	Application Form Interview	E
Comprehensive knowledge and understanding of Pharmaceutical technical procedures specific to the area of work	Application Form Interview	E
Has undertaken	Application Form Interview	D

Qualifications - In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.	How Identified	E/D
BTEC National Certificate in Science (Pharmaceutical) or equivalent qualification	Application Form Interview	E
A1 Assessor or D32/33 Assessor award	Application Form Interview	D
V1 Internal Verifier award (or working toward)	Application Form Interview	D
Undertaken Educational Supervisor Training with accredited provider (e.g. HEE)	Application Form Interview	E

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

Other Requirements: Includes: Working Conditions	How Identified	E/D
<p>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.</p> <p>Compliant with Covid 19 vaccination requirements in line with the Health and Social Care Act 1008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 unless deemed to have medical exemption by Occupational Health.</p>	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Confident and assertive	Interview	E
Enthusiastic self-starter who can take responsibility for appropriate decision making and working without supervision	Application form, references and interview	E
Able to develop and work effectively with a wide range of Health professionals	Interview	E
Smart/professional appearance	Interview	E
Receptive to change, motivated, enthusiastic, innovative and flexible	Interview	E
Flexibility in working hours to suit the needs of the department	Application Form Interview	E

Current driving licence/ able to travel between sites (reasonable adjustments will be considered)	Application Form Interview	E
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