

PERSON SPECIFICATION

Research Design Service – NHS Engagement Officer

Criteria	Essential/ Desirable	CV/Supporting Statement Interview *
Effective literacy and word processing and e-mail skills (GCSE English)	Essential	CV/Supporting Statement
Currently employed in a senior NHS Research and Development Management position within an NHS Trust based in the North west (band 7 or above), preferably within Greater Manchester	Essential	CV/Supporting Statement/ Interview
Experience of project management and developing projects from the start	Essential	CV/Supporting Statement/ Interview
Experience of supporting NHS/ Academic staff to develop research proposals and funding applications	Essential	Supporting Statement/ interview
Experience of working with senior NHS staff	Essential	Supporting Statement/ Interview
Experience of communicating complex information to individuals/ groups including via presentations ensuring audience understanding of content	Essential	Supporting Statement/ Interview
The ability to present information in an accurate and appropriate format for appropriate communications media e.g. website, e-mails, newsletters, reports, or other social media.	Essential	Supporting Statement
Experience of accurately inputting to databases, maintaining electronic records	Essential	Supporting Statement
Experience of prioritising workload to meet competing deadlines	Essential	Supporting Statements/ Interview
Experience of handling confidential information and knowledge of Data Protection legislation	Essential	Supporting Statements/ Interview
Advocate of customer care ensuring that the experience of each customer is positive and satisfactory, dealing with customers via the phone, e-mail and face to face.	Essential	Supporting Statements/ Interview
Ability to work in a team and have a flexible approach to work including willing for regional and national travel	Essential	Interview
Experience of dealing with a range of customer queries/concerns in a professional manner	Essential	Supporting Statements/ Interview
Commitment to ongoing personal development and training	Desirable	Supporting Statements/ Interview

***Supporting Statement** – assessed against the Supporting Statement, curriculum vitae. Applicants will not be asked to submit a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.