

# PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



## QUALITY AND CLINICAL GOVERNANCE ASSISTANT DETAILS

**Department:** Medical Directorate

**Location:** TBC

**Band:** 4

**Status:** As per contract

**Hours:** As per contract

**Reporting to:** Quality and risk management system coordinator

FACTOR	ESSENTIAL	DESIRABLE
<p><b>Qualifications &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of audit methodology and facilitation</li> <li>• Degree or able to demonstrate equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using risk systems</li> <li>• Experience of working with policies</li> <li>• Experience of writing reports</li> <li>• Experience of managing relationships with external stakeholders</li> <li>• Experience of Quality or Clinical Governance in the NHS</li> </ul>
<p><b>Skills &amp; Knowledge</b> Range and level of skills</p>	<ul style="list-style-type: none"> <li>• Some clinical knowledge /understanding or experience of working in a healthcare environment with the ability to understand complex clinical issues and processes</li> <li>• Knowledge of audit and research techniques</li> <li>• Knowledge of data collection methods, to include: understanding of research methods, questionnaire design, data collection, data analysis and report writing</li> <li>• Understanding of confidentiality and data protection</li> <li>• Ability to analyse data and identify trends (quantitative and qualitative)</li> <li>• Ability to appropriately present data by producing high quality reports and graphs</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of CQC/CI requirements</li> <li>• Ability to provide training to various audiences</li> <li>• Ability to critically assess evidence to determine whether there is assurance that standards are met</li> <li>• Excellent problem-solving skills, including the ability to devise governance processes and systems</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to work in a constantly changing environment, cope with frequent interruptions and re-prioritise work appropriately</li> <li>• Good organisational skills</li> <li>• Excellent IT skills, to include: a working knowledge of designing and developing spreadsheets and databases for recording and analysing data; use of Excel, Word and PowerPoint</li> </ul>	
<p><b>Personal Attributes</b> The personal qualities required e.g. exercising initiative, organising, problem solving</p>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and influencing skills</li> <li>• Experience of team working</li> <li>• Ability to communicate highly complex sensitive information with members of staff at all levels, verbally and in writing</li> <li>• Ability to build strong relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to facilitate improvements and motivate managers and clinicians</li> </ul>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• DBS/Disclosure Scotland</li> </ul>	