

Person Specification

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|-------------------|------------------------|
| Post Title | Quality Assurance Lead |
| Band | 5 |

| Criteria | Essential | Desirable | Method of Assessment |
|-------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------|
| Qualifications | Higher National Certificate / Diploma or equivalent or relevant experience | | Application Form / Interview |
| | Evidence of Personal Development | | Application Form / Interview |
| Experience / Knowledge | Knowledge of computer applications eg, word, excel, outlook | Understanding of Data Quality issues in the NHS | Application Form / Interview |
| | Ability to use IT systems | NHS administrative experience | Application Form / Interview |
| | | Staff management experience | Application Form / Interview |
| Attributes | Provide and receive information on Informatics matters which may be complicated | | Application Form / Interview |
| | Ability to analyse situations / information to identify and resolve a range of problems | | Application Form / Interview |
| | Excellent communication skills | | Application Form / Interview |
| | Ability to work on your own or in a team | | Application Form / Interview |
| | Good organisational skills | | Application Form / Interview |
| | Ability to problem solve and find faults and implement methods to resolve issues. | | Application Form / Interview |

