

Person Specification

Job Title: Ward Operative Supervisor
Department: Facilities



North Bristol
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
Education/Training/Qualifications			
Hold Level 2 administration Qualification	Application Form, Interview, References		X
Full knowledge of Excel / Microsoft word	Application Form	X	
Possess strong organisational and communicational skills	Application Form, Interview, References	X	
Work Experience			
Fully understand HACCP regulations	Application Form, Interview, References	X	
Have proven experience in managing large teams of people	Application Form, Interview, References	X	
Ability to work alone and manage own workload	Application Form, Interview, References	X	
Knowledge/Skills/Abilities			
Proven experience of delivering customer service	Application Form, Interview	X	
Full understanding of Natasha Law/Allergen awareness	Application Form, Interview, References	X	
Ability to motivate staff – be able to demonstrate key skills – leadership, decision making, delegation of work, handling conflicts, resolving staff issues, listening, negotiating.	Application Form, Interview, References	X	

Personal Qualities/Special Circumstances			
Able to work alone	Application Form, Interview, References	X	
Manage stressful situations	Application Form, Interview, References	X	
Ability to solve and deep dive any analyse data within the procurement process	Application Form, Interview, References	X	