Oxford University Hospitals NHS Trust
Medical Physics and Clinical Engineering

Person Specification – Senior Technical Assistant (Quality)

Area	Definition(s)
Qualifications	
Education & training	Educated to Degree level or has equivalent training, knowledge and experience. Has a good standard of English and Mathematics (GCSE 5 or above).
Knowledge & Experience	
Specialist	Highly developed, specialist and practical knowledge and experience in clinical governance and quality improvement, preferably within a scientific healthcare environment. Highly developed, specialist knowledge and experience of quality management systems. Knowledge and practical experience of developing, managing and conducting audits and interpreting complex data. Experience of writing and implementing procedures within area of expertise. Knowledge and practical experience of project management techniques. Knowledge of business support procedures and systems. Can test and validate the operation of scientific equipment
Managerial & Financial	Able to deputise for the line manager in the specialist area of expertise (Quality management, Chair the Clinical Governance Committee). Able to plan and organise complex projects and take a lead role in the specialist area of expertise. Able to exercise own initiative when dealing with issues within own specialist area of competence. Experience of departmental financial operations: ordering, invoicing, booking travel & CPD processes. Able to train other staff on departmental procedures and policies within own area of expertise. Able to prioritise and manage own work.
Legislation	Awareness of standards, guidance and legislation applicable to radiation use and quality management, e.g. ISO 9001:2015, IRMER 2017, IRR17)
Skills	
IT	Able to manage and maintain departmental software systems associated with Quality management. Able to use Excel, Word, Access etc. to set up documents and spreadsheets and extract information. Able to use specialist software packages (Trust wide and department specific) and create bespoke reports from complex and diverse datasets. Ability to take minutes and organise meetings and events.

Physical	Able to handle and operate scientific equipment Able to use computers and carry equipment necessary for duties (carry laptop, papers to and from meetings/committees).
Mental	Able to concentrate for long periods to enable analysis of complex information Self-motivation and ability to meet deadlines. Able to cope with a busy working environment and respond appropriately to ad-hoc non-routine requests. Have a positive attitude towards learning new skills.
Emotional	Rare exposure to distressing circumstances
Communication	Ability to communicate complex information in area of own specialist expertise, with diverse groups of staff, committees and working groups. Excellent communication skills. Able to work with a number of teams on a variety of sites. Ability to write, and present reports at departmental committees and meetings.
Environment	Able to understand the hazards posed by, and precautions needed with: Ionising radiation Non-ionising radiation Electricity (medium and high voltages) Cross-infection Bio-hazards Fumes Solvents Tools at elevated temperatures Compressed medical gases Cleaning agents and other hazardous materials