

**Person Specification**

**Job Title: Pharmacy Administrative Officer**      **Division: Support Division**

Job Requirements		Weighting
<p><b>QUALIFICATIONS/TRAINING</b></p> <ul style="list-style-type: none"> <li>• Level of education</li> <li>• Professional qualifications</li> <li>• Vocational Training</li> <li>• Post basic qualifications</li> <li>• Training and learning programmes/courses</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level of education, to include English and Maths</li> <li>• NVQ level 2 or equivalent experience</li> </ul>	<p>E</p> <p>E</p>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Length and type of experience</li> <li>• Level at which experience gained</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in hospital or healthcare work</li> <li>• Previous Pharmacy experience</li> </ul>	<p>E</p> <p>D</p>
<p><b>SKILLS/KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Range and level of skills</li> <li>• Depth and extent of knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Keyboard skills and general IT knowledge</li> <li>• Able to organise and plan own workload and others</li> <li>• Able to analyse and respond to various requests, prioritising as necessary</li> <li>• Able to instruct others of changing priorities, some of whom will be more senior</li> <li>• Has a good understanding of specialist area.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Sometimes called attributes</li> </ul>	<ul style="list-style-type: none"> <li>• Good manual dexterity</li> <li>• Good verbal communication skills</li> <li>• Enthusiastic</li> <li>• Able to create a rapport</li> <li>• Presentable appearance</li> <li>• Ability to work alone and as part of a team</li> <li>• Accurate and observant</li> <li>• Invariably follows standard operating procedures</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>OTHER JOB REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Physical attributes</li> <li>• Specific job circumstances such as unsocial hours</li> <li>• Special requirements such as car driver</li> </ul>	<ul style="list-style-type: none"> <li>• Able to meet the physical demands of the post e.g. lifting, standing, delivering materials and moderate lifting (&lt;13kg)</li> <li>• Able to use a VDU</li> <li>• Willing to work in restricted position for long periods</li> <li>• Willing to work in a noisy environment</li> <li>• Willing to work in full protective clothing</li> <li>• Willing to work with contained, hazardous substances using protective equipment.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

* Notes on Completion	
<p><b>JOB REQUIREMENTS</b></p> <p>The job requirements are in effect the person specification, in that they specify the person who could do the job competently.</p>	<p><b>WEIGHTING</b></p> <p>Please indicate for each criteria whether it is Essential or Desirable.</p>

