

NHS Lothian

Post: Non Clinical Manual Handling Assessor

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<p>Understands and demonstrates the NHS Lothian's values of: quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes</p> <p>Good organisational skills Flexible Team worker Good negotiating and influencing skills. Able to motivate staff/colleagues</p>	<p>Approachable and diplomatic Positive attitude to change Able to work under pressure Able to take direction and guidance with a view to improvement .</p>	A/I
Qualifications and Training	Evidence of having completed a manual handling course	Evidence of completion of an extended manual handling course	A/C
Experience and Knowledge	Knowledge of relevant Manual Handling legislation	<p>Experience of working in the NHS Experience of working in the designated area for the post</p>	A
Skills and/or Abilities	Demonstrate a good understanding of Ergonomics and risk assessment.	Previous experience of working in a job role involving Ergonomics and risk Assessment.	A/I/T



	A good working knowledge of IT including experience of working with Microsoft Word and Excel.	Excellent skills with IT Word excel powerpoint and evidence of IT literacy.	
Specific Job Requirements	Good interpersonal communication skills	Confident and articulate with the ability to put others at ease in stressful situations, a good listener	I

Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References

