

EXAMPLE OF A PERSON SPECIFICATION

NHS Lothian

Post: Head of Careers Development and Employability

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>Alignment to NHS Lothians Values</p> <p>Self-motivated, enthusiastic and results focused.</p> <p>Flexible, adaptable, and comfortable with ambiguity.</p> <p>Pragmatic and solution oriented.</p> <p>Committed to high standards and continuous improvement.</p> <p>Innovative and forward thinking</p> <p>Ability to move between big picture and detail.</p> <p>Communication skills, written and oral, must be highly developed together with the ability to quickly establish trust and credibility with others at all levels</p>		I & R
Qualifications and Training	<p>Educated to master's degree level SCQF Level 11 (or equivalent) in a relevant subject</p>	<p>Qualifications or training in subjects such as employability, mentoring, reasonable adjustments, digital literacy, quality management</p>	A & C I
Experience and Knowledge	<p>Experience of working in Health and Social care and/or education or employability</p> <p>Proven experience of negotiating with a diverse range of partners across the public, private and third sector working</p>	<p>Previous experience of school's engagement</p> <p>Experience in managing youth volunteering</p>	A & I

	<p>across organisational boundaries and professional teams.</p> <p>Experience of the delivery of successful apprenticeship or employability programmes at varying levels</p>		
Skills and/or Abilities	<p>Has a track record of innovation and influencing skills, and a proven ability to build new and use existing networks to maximum effect. Has the ability to influence change far beyond the confines of direct management authority</p> <p>Experienced in creating and delivering innovative and ambitious strategies that have demonstrated impact</p> <p>Substantial experience in a leadership and management role with proven skills in the management and development of multi-disciplinary high calibre staff</p> <p>Excellent interpersonal, communication, negotiation and presentation skills, using a variety of approaches to convey key messages and influence local, regional and national decision making.</p>	Sound understanding of workforce planning and anchor institutions	<p>I & R</p> <p>P</p>
Specific Job Requirements			

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