**PERSON SPECIFICATION**

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| **This form must accompany the Job Description to which it refers.** | |
| **Job Title** | Quality and Training Lead – Pathogen Genomic Sequencing |
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| **Band/Grade** | Band 7 |

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
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| **Experience** | * Extensive experience of managing Quality Management Systems as a user and or process designer. * Experience in working with improvement methodologies. * Experience in a leadership role with responsibility for managing and training staff. * Experience in a role with Health and Safety responsibilities. | * Experience of working to the minimum requirements of international accreditation standards e.g. ISO 15189/17025. * Extensive experience of creating documentation in line with minimum international accreditation standards. * Practical experience in change management. * Experience of leading adverse event investigations. * Experience in the management of training, education and staff development. |
| **Qualifications**  (Training; Research; Publications) | * MSc or equivalent M-Level academic achievement (SCQF 11). * Hold a Quality Management qualification or be willing to work towards a formal qualification. | * Evidence of delivering Quality Management system training. * Member of a Quality management system related advisory group. * Hold a formal Training and education qualification. * Hold a formal Leadership / Management qualification. |
| **Knowledge & Skills** | * Evidence of professional and personal development CPD. * Significant depth of knowledge of international accreditation standards. * Significant working knowledge and depth of understanding of Quality Management System use, including aspects of Quality control, assurance, adverse event reporting and audit practices. * Knowledge of Quality Management software and or the required document structures. * Ability to use IT systems and software for a range of purposes including document management, databases and spreadsheets. * Communicates clearly and effectively. * Knowledge of Health & Safety Legislation and understanding of Clinical Governance. | * Significant knowledge and understanding of ISO:15189. * Understanding and practical experience with change control and project management. * In depth knowledge of leading adverse event investigation. |
| **Personal Qualities** | * An ability to convey a professional/knowledgeable image to colleagues. * Demonstrate a high level of detail in order to maintain quality standards. * Evidence of leadership qualities with a flexible, open and collaborative style. * Evidence of self-motivation and initiative. * Ability to prioritise own workload while meeting department objectives and timelines. * An effective team worker and respectful of others and their opinions. * Highly effective communication skills and ability to adapt communication styles. * A positive and pro-active attitude towards service demands and problem solving. * Acts as a role model for other staff in terms of attitude and behaviour. | * An interest in supporting staff development and commits to self-development. * Attitude to create a continually improving culture, maximising quality and compliance. |
| **General**  (e.g. travel across multiple sites) | * Work autonomously for large periods of time and within a team setting. * Ability to work the majority of the time in an office role. | * Main point of contact for national accreditation processes. |