**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.
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| **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.
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| **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.
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| **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.
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| **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.
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