

**PERSON SPECIFICATION**

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| **This form must accompany the Job Description to which it refers:** | | |
| **Job Title** | **Programme Support Officer** | |
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| **Job Reference** | **PRCFG010** |  |
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| **AfC Band** | **Band 5** |  |

| **Requirement** | **Essential** | **Desirable** |
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| **QUALIFICATIONS** | HND or equivalent in Office Administration or relevant subject. | Experience of project management and methodology or qualification |
| **TRAINING** | In-depth working knowledge of standard office software packages e.g., Microsoft Word, Excel, Office, PowerPoint.  Evidence of commitment to updating skills and life-long learning. | Project Management  Events Management |
| **EXPERIENCE** | Providing administrative support to services/programmes/projects, including meeting/event planning and management.  Providing committee support, especially detailed and accurate minute taking  Use of standard office software packages e.g. Microsoft Word, Excel, Office, PowerPoint.  Excellent organisational skills and the ability to work to deadlines and to organise a busy workload  Excellent written communication, with the ability to adapt style and form as appropriate | A working knowledge of NHS system and structures or a working knowledge of NHS Scotland and NHS England laboratory commissioning.  Minute taking on complex/technical topics.  Report writing  Presenting information in PowerPoint/ report format.  Experience handling confidential and sensitive information  Experience of receiving and answering customer or stakeholder queries through email or phone  Experience of working in a finance department or supporting finance functions  Experience of project management and project management methodology  To have the ability to learn and gain knowledge of the technical, medical and IT phrases to enable an increased efficiency and understanding in their role.  Practical knowledge of Microsoft Project and Access, Adobe Acrobat Reader and Writer and website content management systems |
| **PERSONAL QUALITIES** | Flexibility and the ability to work within a busy multidisciplinary team  Team player with excellent interpersonal skills  Self-motivated with the ability to work with minimal supervision |  |
| **GENERAL** | Excellent level of verbal communication | Full UK Driving licence |