Person Specification - Guidelines

The person specification profiles the people characteristics required to do the job effectively. Whilst the job description outlines the duties of the job the person specification describes the type of person required to undertake the duties of the job.

The person specification will determine the key skills, qualifications, experience and other qualities required of the individual that will be successful in the post. The person specification is essential as it provides:

* Information for the advert.
* Criteria for shortlisting and interview.
* Encourages a methodical and fair approach.

Person specifications are open to personal prejudices and subjectivity and this must be avoided.

It is important that the skills, aptitudes, and knowledge included in the specification are related precisely to the needs of the job. If they are overstated beyond those necessary for effective job performance the risk is that someone will be employed on the basis of false hopes. Not including unrealistic requirements will also avoid the possibility of discrimination against particular groups of potential applicants.

Careful consideration should be given to ensure that the Person Specification is not unnecessarily restrictive and does not discriminate between men and women, individuals from any particular racial group, or individuals with disabilities, unless there is a genuine occupational qualification which justifies discrimination.

There are two basic concepts to consider when compiling a person specification:

1. Are the specified skills, knowledge and characteristics absolutely necessary for the effective performance of the job?
2. Can they be consistently measured or assessed as part of the recruitment and selection process?

A Person Specification should ensure:

* Skills and knowledge are specifically related to job needs.
* Conditions on the length and type of experience is restricted to what is necessary for effective job performance.
* Education and training requirements does not exceed the minimum requirements for satisfactory job performance.
* Training to enable candidates to achieve satisfactory job performance is identified.
* Criteria covering personal qualities is directly related to the job and applied equally to all groups regardless of age, gender, race, ethnic origin, disability and trade union membership non-membership.

There needs to be a balance between idealism and reality in a person specification. It is important that the person specification does not reflect an individual who is unattainable or simply does not exist. Characteristics can be divided into those that are essential and those that are desirable. It is therefore important to identify the attributes that a candidate **must** have to successfully undertake the role initially and those that would be useful but are not necessarily needed, either because they can be trained in these aspects or the job itself will reinforce and/or provide these attributes.

**Note:** The KSF Outline for a vacant post whilst containing similar information is not a person specification and should only be used to assist and inform the recruitment and selection process through identifying the knowledge and skills that need to be applied to a particular job.

#### A person specification must be attached to the staff requisition form along with the job description, an approved KSF Outline and advert text, before submission to the Department of O&HRD.

# **NHS Ayrshire and Arran**

# **Person Specification**

**Post Title – Special Care Dental Nurse Band 4**

**Post Reference Number**

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| **Selection Factors**  **(Person Specification)** |  | **Criteria** |
| **QUALIFICATIONS & TRAINING** | **Essential** | National Certificate in Dental Nursing or Oral Health Care Dental Nursing SVQ level 3 or equivalent.  Registered with the General Dental Council  Current Portfolio of Continuing Professional Development |
|  | **Desirable** | A post qualification National Certificate (equivalent to SVQ Level 4) would be desirable but not essential to the role e.g. Special Care, Radiography or Oral Health Promotion. |
| **EXPERIENCE** | **Essential** | A wide range of recent & relevant clinical and reception experience including knowledge of the SDR & GP17’s. |
|  | **Desirable** | Cash Handling  Triage |
| **KNOWLEDGE** | **Essential** | GDC Standards  Decontamination of Dental Instruments Guidance & Process  Knowledge of dental software packages e.g. Carestream Clinical Plus, Kodak R4 |
|  | **Desirable** | Microsoft office packages e.g. email, word |
| **COMPETENCIES & SKILLS** | **Essential** | Excellent communication skills – verbal & written  Good organisational, time management & problem solving skills  Computer Skills |
|  | **Desirable** |  |
| **PERSONAL CHARACTERISTICS AND OTHER** | **Essential** | Ability to work as part of a team and on own initiative. |
|  | **Desirable** |  |