

NHS Lothian**Post: Innovation Project Support Officer****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	<ul style="list-style-type: none">• Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes• A commitment to promote and support the concept of healthcare innovation amongst a range of stakeholders including industry partners.	<ul style="list-style-type: none">• Ability to self direct work and take initiative in progressing work activities.	A/I
Qualifications and Training	<ul style="list-style-type: none">• Formal qualification or equivalent experience in related field e.g. HNC or qualification in Administration.	<ul style="list-style-type: none">• Knowledge of NHS procedures and practices	A/I
Experience and Knowledge	<ul style="list-style-type: none">• Experience of providing relevant administrative experience supporting a team.• Experienced in the effective use of videoconferencing / MS Teams to facilitate meetings or events.• Previous web editing experience within a Content Management System (CMS) or willingness to learn.	<ul style="list-style-type: none">• Background in health care.• Awareness of the national innovation programme.	A/I

Skills and/or Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Problem solving skills. • Excellent IT skills including use of intranet and databases. • Excellent organisational and administration skills. • Attention to detail, precision and high levels of accuracy in all written work. • Organisation of meetings and events. • Note taking of meetings. • Effective budget control skills. • Ability to work from home / flexibility to meet service requirements. 		A/I
Specific Job Requirements	<ul style="list-style-type: none"> • Experience of working effectively in partnership with a range of stakeholders. • Ability to travel both within the East Region and at times to other parts of Scotland. • Flexible working in order to be able to meet work requirements Monday to Friday. 		A/I

Key – how assessed

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