Royal Devon University Healthcare NHS Foundation Trust

# JOB DESCRIPTION

| JOB DETAILS | |
|---|---|
| **Job Title** | Principal Clinical Scientist (Bioinformatics Section Lead) |
| **Reports to** | Deputy Head of Department |
| **Band** | Band 8b |
| **Department/Directorate** | Specialist Services |

## JOB PURPOSE

The post holder is the scientific and managerial lead for the bioinformatics service to ensure the accurate and timely provision of genomic tests. They will work closely with other Team/Section Leads to deliver the laboratory's repertoire of services.

They will lead the strategic development and delivery of the service within their area of responsibility, including redesign, innovation and translational research in collaboration with the Head/Deputy Head of Department, scientific colleagues, clinicians, senior managers, national and international research teams and other users of the service.

They will be expected to provide expert scientific and managerial leadership, and clinical advice and liaison with a very high level of scientific knowledge, skill and expertise in the clinical application of genomic testing, and the interpretation of findings in the clinical context.

The post-holder will be responsible for developing, delivering, assessing and overseeing specialist teaching, training and development of staff, students and healthcare professionals in the use of genomic testing.

The post holder will exercise considerable autonomy for their work and that of the service.

## KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Act as the lead scientist, with responsibility for the strategic development and delivery of a defined specialist area.

Lead on the design and implementation of innovative research and development activities to improve efficiency of existing diagnostic tests

Manage staff within area of responsibility to ensure efficient service delivery and continuous development of the service through research and development.

Provide technical advice to clinical scientists in the interpretation of highly complex data from the bioinformatics pipeline.

Apply expert knowledge of Next Generation Sequencing approaches, statistical techniques and bioinformatic tools in the processing and analysis of data.

Apply programming skills in a modern object orientated scripting language in the development of bioinformatics pipelines, ensuring compliance with regulatory requirements and best practice.

Apply knowledge of SQL database design, development, and administration to support laboratory services.

Develop and maintain policies and procedure to ensure the safety of data in the Exeter Genomics Laboratory/SWGLH, working with relevant internal and external stakeholders, as appropriate.

Participate in and represent the laboratory at appropriate internally and externally at professional, managerial and training meetings as required.

Participate in workforce planning and recruitment, mentoring and developing staff by supporting CPD (Continuing Professional Development).

Develop, maintain and support a culture of continual improvement and proactive change management.

Apply knowledge and expertise of wider service management including human resources, finance, information technology, quality management and governance.

## KEY WORKING RELATIONSHIPS

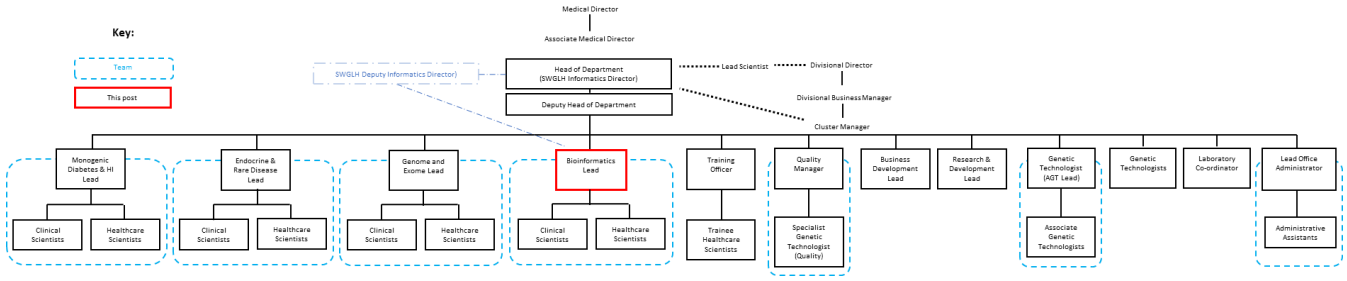
Areas of Responsibility: Responsible for leading a section of the laboratory their own work and the organisation of the work of others, working with a high degree of autonomy. The post holder is required to deal effectively with staff of all levels throughout the Trust and externally as and when they encounter on a day to day basis. This will include verbal, written and electronic media.

No. of Staff reporting to this role: 2 (direct line-management); >5 indirect line management.

Of particular importance are working relationships with:

| Internal to the RDUH and NBT Trusts | External to the RDUH and NBT Trusts |
|---|---|
| • Clinical Scientists<br>• Healthcare Scientists<br>• Bioinformaticians<br>• Trainee Healthcare Scientists<br>• Genetic Technologists<br>• Associate Genetic Technologists<br>• Administrative Assistants<br>• Medical Staff<br>• Other Healthcare professionals<br>• Clinical research team members, Fellows and nurses | • Medical staff<br>• Healthcare organisations<br>• Company representatives<br>• Clinical Scientists<br>• Healthcare Scientists<br>• Trainee Healthcare Scientists<br>• Postdoctoral research fellows, PhD students and other trainees or students<br>• Clinical research team members, Fellows and nurses<br>• Other Healthcare professionals |

## ORGANISATIONAL CHART




## FREEDOM TO ACT

Work autonomously and be the lead specialist for their area within professional and regulatory guidelines, making independent decisions regarding laboratory operations, service development, and research initiatives.

Exercise considerable autonomy for their work and that of the service, including freedom to act on their own initiative.

Responsible for the application of local and national policies and support the implementation of any corresponding requirements.

Exercise significant discretion and professional judgment in troubleshooting complex technical, bioinformatics, and quality control issues, escalating only when necessary.

Develop and implement strategic plans, policies, and service improvements for their area of responsibility in line with local, regional, and national genomics strategies.

Provide expert guidance and advice to clinical teams, researchers, and external stakeholders, influencing decisions on genomics service delivery and patient care.

Contribute to national and international genomics research, while ensuring alignment with NHS and regulatory frameworks.

## COMMUNICATION/RELATIONSHIP SKILLS

Maintain the highest level of patient confidentiality and comply with section 60 of the Health and Social Care Act.

Recognise and promote the importance of harmonious, collaborative, relationships and maintain an atmosphere conducive to this.

The post holder will frequently:

- Communicate specialist, highly complex data and information clearly and concisely to staff from multiple disciplines, ensuring any barriers to understanding are appropriately addressed.
- Communicate the results of analyses to clinical colleagues, ensuring that the testing performed is clearly explained, and any barriers to understanding are appropriately addressed.
- Communicate with colleagues to improve understanding of genomic variation in the human genome.
- Represent the Genomics department at regional and national meetings.
- Under the direction of the SWGLH Informatics Director and local IT departments ensure continued network support.
- Present highly specialist clinical, diagnostic and research findings at appropriate national and international conferences, meetings and seminars (both internal and external) and through publication in high quality journals.
- Communicate with users and other laboratories (as appropriate) to request and receive sensitive and complex information necessary for accurate and timely reporting of results.
- Use tact and persuasive skills to motivate staff to support the delivery of the strategic objectives of the laboratory.
- Communicate with clinical, scientific and commercial stakeholders to develop and deliver the strategic objectives of the laboratory.
- Communicate with relevant teams within the Trust (e.g. Human Resources, Recruitment, Occupational Health) on staff-related matters.

Deputise for the Head of Department/Deputy Head of Department in his/her absence, either individually or jointly with other heads of section for designated duties, and represent the laboratory as required.

Lead by example, provide leadership and act as a positive role model for all staff taking responsibility for your own personal development.

Maintain personal standards of conduct and behaviour which are consistent with Trust standards and requirements.

Recognise the importance of harmonious relationships and maintain an atmosphere conducive to this.

Maintain the highest level of patient confidentiality and comply with section 60 of the Health and Social Care Act.

## ANALYTICAL/JUDGEMENTAL SKILLS

Frequently apply expert knowledge of Next Generation Sequencing approaches and statistical techniques (e.g. R) in the manipulation and analysis of data.

Frequently apply knowledge of bioinformatic tools, resources and techniques applied to medical genetics.

Frequently apply programming skills in a modern object orientated scripting language (such as Python, Ruby, Scala, PERL etc) for pipeline development and *ad hoc* scripting.

Frequently apply extensive knowledge of SQL database design, development, and administration to support services within the SWGLH

Frequently evaluate results and data from the bioinformatics pipeline and the interrogation of the pipeline in response to complex findings and make recommendations of options for alternative bioinformatics analysis where appropriate.

Exercise significant discretion and professional judgment in troubleshooting complex technical, bioinformatics, and quality control issues, escalating only when necessary.

Provide technical advice to clinical scientists in the interpretation of highly complex data from the bioinformatics pipeline.

Communicate the results of analyses to clinical colleagues, ensuring that the testing performed is clearly explained, and any barriers to understanding are appropriately addressed.

Responsible for writing and maintaining accurate records of service improvements and their validation to comply with ISO15189 (UKAS) accreditation.

Maintain awareness of new developments and ensuring the data analytics capacity of the laboratory is using the most up-to date bioinformatics tools as appropriate.

Responsible for maintaining an up-to-date knowledge-base while demonstrating advanced competencies through a personalised Continued Professional Development portfolio.

Abide by relevant codes of professional conduct (HCPC Standards of Proficiency).

Frequently apply analytical skills and knowledge of NHS information and data requirements to the application of bioinformatics within a diagnostic laboratory setting.

Interpret highly complex specialist genomic test results.

## PLANNING/ORGANISATIONAL SKILLS

Work in partnership with the Head of Department and Deputy Head of Department and other relevant stakeholders in setting and delivering the overall strategic direction of their area of responsibility, encouraging their team to buy into the laboratory's vision.

Apply an agile approach to project management, such as the modification of timelines and approaches, to meet the strategic objectives of the laboratory.

Supervise all aspects of the work of the laboratory relating to area of responsibility, collaborating with other section leads to ensure appropriate resource allocation and proactively incorporating plans to ensure resilience and continuation of the service.

Support the development and provision of IT systems to respond to local, regional, and national needs as part of the South West Genomic Laboratory Hub.

Apply the highest level of accuracy to minimise clinical risk (e.g. an erroneous result that results in an incorrect diagnosis or prediction of carrier status).

Lead on the planning and management of innovation and change in area of responsibility, working with key stakeholders, to ensure continued improvement of services.

Use audit data to formulate and plan education for users of the service.

Ensure compliance with all requirements of the Data Protection Act and any other relevant regulations for data protection.

Participate in the organisation and monitoring of internal and external quality control procedures, including clinical audit, incident investigation and reporting, participation in relevant external quality assessment schemes, and taking responsibility for the implementation of any learning actions.

Take a proactive role in maintaining high quality standards to ensure maintenance of the laboratory UKAS accreditation status, ensuring that staff based in the section abide by all statutory requirements, codes of practice, health and safety regulations and operational policies of the department and to be aware of these measures as applied to other sections.

Responsible for planning own workload, working on own initiative and acting independently to support delivery of the strategic and operational objectives of the laboratory.

**PATIENT/CLIENT CARE**

Work with the Bioinformatics Director to support delivery of a highly specialised bioinformatics service within the laboratory.

Responsible for ensuring that the Bioinformatics service offered by the laboratory is of the highest standard by keeping up-to-take with the latest advances and developments in bioinformatics within and outside of the NHS.

Responsible for providing highly specialist advice and communicating highly complex data and results of analyses to relevant staff from multiple disciplines, including non-experts with very limited or no knowledge of bioinformatics.

Always work within clearly defined accountability framework.

Keep up to date with current knowledge in bioinformatics.

Provide specialist competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification.

Report any untoward incidents or complaints to the appropriate Technical or Scientific Lead within the appropriate timescales.

Prevent adverse effects on health and wellbeing.

**POLICY/SERVICE DEVELOPMENT**

Lead on the development, critical review, interpretation and implementation of operational policies and practices within the Bioinformatics service to ensure they are aligned to the needs of the organisation, remain fit for purpose and are sustainable.

Propose and implement changes that impact on own and wider specialist area by actively participating in cross-departmental, Trust-wide and national training to support development and continuous improvement of best practice in all clinical aspects of genetic and genomic testing.

Lead agreed projects to deliver organisational strategy, such as new technology implementation and transformation programmes, ensuring compliance with all relevant policies.

Responsible for ensuring the bioinformatics pipelines and processes are compliant with all relevant regulatory standards (e.g. ISO15189) and accreditation bodies and that best practice guidelines and standards applicable to bioinformatics are adhered to.

Actively promote a culture of innovation and change to ensure continued improvement of services.

Participate in department-wide internal audit and clinical audit programme to ensure continuous quality improvement.

Actively seek opportunities to support the development and delivery of departmental strategic objectives, working with key internal and external stakeholders.

Write, review, update and approve quality management documentation, including policies, departmental training documentation and SOPs (where appropriate).

Actively participate in both internal and external Quality Assurance schemes to ensure the highest standards of genomic testing.

Work to Trust Policies, Procedures and Standard Operating Procedures (SOP).

Contribute to and work within a safe working environment by adhering to statutory requirements, codes of practice, Health and Safety and COSHH regulations, protocols and policies of the laboratory.

Apply understanding of information security threats and countermeasures to develop and maintain policies and procedure to ensure the safety of data in the laboratory, working with relevant internal and external stakeholders, as appropriate.

Participate in the national genomics bioinformatics working groups to inform and steer bioinformatics policy, practice, and training.

**FINANCIAL/PHYSICAL RESOURCES**

Responsible for managing assigned budgets in accordance with NHS financial policies, ensuring cost-effective use of resources while maintaining high-quality service delivery.

Support the procurement, management, optimisation and maintenance of physical resources, including equipment, IT systems, bioinformatics, data management and storage systems, ensuring they are maintained, safe, and fit for purpose.

Support the implementation of improvements to improve service efficiency and effectiveness in their area of responsibility.

Ensure compliance with UKAS accreditation and other relevant quality and safety standards in relation to laboratory assets and financial governance.

Ensure adherence to environmental sustainability initiatives in line with NHS Green Plans, reducing waste and promoting efficient use of resources.

Evaluate the cost effectiveness of new services and technologies when compared to existing services and recommend new investments where required.

## HUMAN RESOURCES

Responsible for the overall line management of the bioinformatics service.

Responsible for overseeing recruitment process for new scientists working within the section, including developing and writing job descriptions, short-listing applications, interviewing and organising their laboratory induction.

Foster and maintain collaborative relationships to ensure the delivery of high quality genomic testing services.

Participate in supervision and appraisal process, supporting staff to identify and undertake relevant activities to meet objectives set in their personal development plan.

Provide oversight for the development and delivery of training programmes for their area of responsibility.

Responsible for monitoring and managing staff, performance, capability issues and attendance (e.g. sickness absence) in accordance with Trust policies and imparting unwelcome news to staff (e.g. termination of fixed term contract) where necessary.

Responsible for maintaining an up-to-date knowledge-base while demonstrating advanced competencies through a personalised Continued Professional Development portfolio.

Abide by relevant codes of professional conduct (HCPC Standards of Proficiency).

Supervise staff, troubleshoot assays and work closely with colleagues to ensure tests are performed in a timely and accurate manner. The highest level of accuracy is required to minimise clinical risk (e.g. an erroneous result that results in an incorrect diagnosis or prediction of carrier status).

In partnership with the local leads, support the education of the genomics workforce.

Participate in Continued Professional Development (CPD) in accordance with HCPC and RCPath guidelines (if appropriate).

Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post.

Undertake any training required in order to maintain competency including mandatory training, (i.e. Fire, Manual Handling).

Demonstrate a professional and responsible manner at all times.

Take a flexible approach in supporting colleagues during times of caseload pressures.

Undertake training to develop a range of knowledge and skills in order to deliver a high quality service.

## INFORMATION RESOURCES

Work with the SWGLH Bioinformatics Director and other relevant stakeholders to ensure a suitable IT and information governance infrastructure for the safe management of large data sets and be accountable for the standardisation of robust bioinformatics processes within the laboratory.

Work with the Laboratory Director to oversee the implementation of improved bioinformatics and data management tools.

Support generation of integrated reports and automatic reporting and issue of simple results.

Utilise knowledge and understanding of relational databases, spreadsheets and other data manipulation packages to exploit bioinformatics opportunities related to their use.

Provide an accurate, timely and unambiguous response to queries regarding patient referrals and ensure effective communication, both within the laboratory and with associated healthcare professionals, ensuring that all records of communication are stored and maintained in an appropriate manner.

**RESEARCH AND DEVELOPMENT**

Frequently oversee the development and implementation of genomics data analysis tools and informatics strategies, ensuring compliance with Trust data security and governance policies.

Responsible for setting the strategic direction of operational and research and development activities relating to area of responsibility, ensuring appropriate resource allocation and proactively incorporating plans to ensure resilience and continuation of the service.

Work closely with senior management team to develop the strategic objectives of the laboratory and ensure that the laboratory remains at the forefront of scientific and technological advancements.

Participate in diagnostic and research projects and present the findings at scientific meetings and conferences, through talks, posters and publication in journals.

Responsible for collaborating with clinicians and scientists to ensure that bioinformatics tools meet the requirements of the user and support new innovations and research developments.

Make recommendations on clinical protocols and policy relating to area of expertise and oversee local implementation.

Regularly supervise research and development projects.

Undertake collaborative research and development on new bioinformatics applications to ensure that the laboratory remains at the forefront of scientific and technological advancements, e.g., the use of AI, as well as the development of bioinformatics for new technologies.

Contribute to national and international bioinformatics in genomics initiatives, including NHS-led research programs.

Collaborate with academic institutions, NHS Trusts, and industry partners to drive translational genomics research and secure external funding opportunities.

Mentor and support staff involvement in research projects, publications, and conference presentations, fostering a culture of continuous scientific development.

Ensure that all research activities comply with regulatory, ethical, and governance frameworks, including UKAS, Trust and NHS Research Ethics Committee (REC) requirements.

Design and carry out appropriate user satisfaction surveys to ensure continuous quality improvement of services

**PHYSICAL SKILLS**

Using IT equipment and working with high levels of accuracy.

Ability to work in an efficient manner to enable timely completion of tasks.

Advanced keyboard skills to support programming.

**PHYSICAL EFFORT**

Using IT equipment on a daily basis whilst seated in a restricted position.

Occasionally expected to travel offsite to regional and national meetings.

**MENTAL EFFORT**

Frequent requirement to concentrate for long periods processing complex information.

Frequent interruptions to work patterns, with requirement to shift focus quickly in response to frequent urgent incoming requests from internal and external colleagues.

Frequent need to ensure that professional knowledge is continuously updated, and training undertaken if appropriate.

Frequent need to complete work to tight timescales.

Frequent working in dynamic and diverse multidisciplinary team conditions.

Significant time will be spent in meetings internal and external to the Trust, requiring high levels of concentration.

**EMOTIONAL EFFORT**

Frequent exposure to emotional or distressing circumstances relating to patient referral information.

Ability to cope with difficult staff issues, occasionally.

Ability to cope and deal with areas of conflict, occasionally.

**WORKING CONDITIONS**

Frequent daily contact with visual display unit (VDU).

**OTHER RESPONSIBILITIES**

Take part in regular performance appraisal where objectives will be agreed, performance monitored, and personal development needs discussed.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

**APPLICABLE TO MANAGERS ONLY**

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

**GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

# PERSON SPECIFICATION

| **Job Title** | Principal Clinical Scientist (Bioinformatics Section Lead) |
|---|---|

| Requirements | Essential | Desirable |
|---|---|---|
| **QUALIFICATION/ SPECIAL TRAINING** | | |
| PhD degree or equivalent in a relevant subject, or equivalent relevant experience | ✓ | |
| HCPC registration as a Clinical Scientist in Clinical Bioinformatics | ✓ | |
| **KNOWLEDGE/SKILLS** | | |
| An in-depth specialist technical knowledge, underpinned by theory and experience, of the implementation and use of bioinformatics across Genetics and Pathology. | ✓ | |
| Familiar with project management using a standard methodology (e.g. PRINCE2) and have good knowledge of programme management. | ✓ | |
| Programming skills in a language suitable for statistical analysis (for example R) | ✓ | |
| Good programming skills in a modern object orientated scripting language (such as Python, Ruby, Scala, PERL etc) suitable for pipeline development and ad hoc scripting | ✓ | |
| Extensive knowledge of SQL database design, development and administration | ✓ | |
| Knowledge and experience of developing and maintaining Laboratory Information Management (LIM) Systems (for example StarLIMS) | | ✓ |
| Excellent IT skills | ✓ | |
| Knowledge of bioinformatic tools, resources and techniques applied to medical genetics | ✓ | |
| Excellent skills in programming, mathematical modelling, database construction and an in-depth understanding of how to apply these skills into an operational setting. | ✓ | |
| Ability to develop, maintain and monitor bioinformatics Design and Delivery Solutions. | ✓ | |
| Advanced skills in using and understanding large databases and complex spreadsheets including being an expert user of Microsoft Office suite of products and other software packages. | ✓ | |
| Advanced skills in accessing computerised system data via query tools/ languages and in understanding the data held, their interrelationships and their appropriateness and fitness for use. | ✓ | |
| Ability to identify examples of national and international best practice and to ensure that the GLH benefits from innovations in the Bioinformatics field. | ✓ | |
| Knowledge of Next Generation Sequencing approaches and statistical techniques used in manipulation of large data analysis | ✓ | |
| Possess effective communication and facilitation skills and be able to summarise complex information and present this to mixed audiences. | ✓ | |
| Be self-motivated and organised and have an appreciation of current and emerging bioinformatics and genomic technologies. He/she will need to communicate a range of IT issues to a non-technical audience and wider stakeholders. | ✓ | |
| An ability to work largely without supervision, providing specialist advice to the organisation, working to tight and often changing timescales is essential. | ✓ | |
| Demonstrate excellent communications at all levels, both within and external to the NHS and be able to demonstrate good people management skills in order to manage and direct the support teams under their control. | ✓ | |

| | | |
|---|---|---|
| Must be capable of establishing and maintaining good working relationships with all levels within the Trust and local health community. | ✓ | |
| Awareness of budget control and financial procedures gained through a mixture of both practical application and theoretical knowledge. | ✓ | |
| High level analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and present in a clear and concise manner. | ✓ | |
| Ability to demonstrate sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from more senior management when appropriate. | ✓ | |
| Ability to communicate clearly and effectively to a wide range of audiences, internal and external staff, ensuring their queries are understood and an appropriate response is given relating to what information or services can be provided. | ✓ | |
| Ability to resolve extremely complicated problems using advanced problem-solving skills to assess and determine the most effective solutions. | ✓ | |
| **EXPERIENCE** | | |
| Experience of developing and implementing bioinformatic tools and resources. | ✓ | |
| Experience in IT, applications, developments, processes, and organisation. | ✓ | |
| Experience of successfully planning, monitoring, and controlling complex projects, using a structured methodology e.g., PRINCE2, Agile, MSP. | ✓ | |
| Demonstrable evidence of delivering bioinformatics projects on time and within budget, within a complex environment. | ✓ | |
| Significant Experience of in-depth change management in a large organisation and the delivery of bioinformatics agenda. | ✓ | |
| Awareness of budget control, contract negotiation and placement and financial procedures. | ✓ | |
| Ability to drive change and champion bioinformatics solutions based on organisational change initiatives. | ✓ | |
| Experience of molecular genetics, diagnostic genomics services or similar. | | |
| Experience of clinical or administrative process improvement. | ✓ | |
| An understanding of risk management, and the processes surrounding it. | ✓ | |
| Evidence of writing business cases that appraise options and propose a preferred solution. | ✓ | |
| Ability to analyse and resolve complex problems to successful conclusion. | ✓ | |
| Proven experience of working in UNIX/LINUX and BASH scripting | ✓ | |
| Experience in LINUX administration. | | |
| **PERSONAL ATTRIBUTES** | | |
| Able to work on own initiative and organise workload, making adjustments to deal with priorities. | ✓ | |
| Ability to work with key stakeholders to develop plans. | ✓ | |
| Good analytical and technical skills including experience of using Microsoft products (in particular project management tools) to a high level of proficiency. | ✓ | |
| Excellent planning and organisational skills, detail-orientated, able to recognise and solve complex problems quickly. | ✓ | |
| Strong interpersonal and communication skills. | ✓ | |
| An ability to summarise complex technical information and present this to non-technical audiences and key stakeholders. | | ✓ |
| Ability to facilitate meetings and workshops and undertake presentations to varying levels of the organisations. | ✓ | |
| Demonstrate flexibility, and adapt positively, to sustain performance when the situation changes, workload increases or priorities shift | ✓ | |
| Ability to cope with uncertainty and change. | ✓ | |

| | | |
|---|---|---|
| Be able to manage competing demands from managerial and staff perspectives across different services and geographical sites and be able to work under pressure to meet demands. | ✓ | |
| Ability to negotiate with and to agree deadlines etc. with internal and external staff | ✓ | |
| Excellent people relationship skills including communication and organisational skills to maximise the contribution of colleagues. | ✓ | |
| Friendly, trustworthy and ability to work as a team member | ✓ | |
| Self-motivated with a proactive approach to work | ✓ | |
| Excellent communication skills (ability to write clear and concise e-mails, presentations and phone conversations) | ✓ | |
| **OTHER REQUIRMENTS** | | |
| Positive commitment to uphold diversity and equality policies approved by the Trust | ✓ | |
| Flexibility in approach towards working hours | ✓ | |
| Ability to travel to other locations as required. | ✓ | |

| WORKING CONDITIONS/HAZARDS | | FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R | O | M | F |
|---|---|---|---|---|---|
| | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | | | | | |
| Laboratory specimens | N | | | | |
| Contact with patients | N | | | | |
| Exposure Prone Procedures | N | | | | |
| Blood/body fluids | N | | | | |
| Laboratory specimens | N | | | | |
| | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** | | | | | |
| | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N | | | | |
| Respiratory sensitisers (e.g isocyanates) | N | | | | |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) | N | | | | |
| Animals | N | | | | |
| Cytotoxic drugs | N | | | | |
| | | | | | |
| **Risks requiring Other Health Surveillance** | | | | | |
| Radiation (>6mSv) | N | | | | |
| Laser (Class 3R, 3B, 4) | N | | | | |
| Dusty environment (>4mg/m3) | N | | | | |
| Noise (over 80dBA) | N | | | | |
| Hand held vibration tools (=>2.5 m/s2) | N | | | | |
| | | | | | |
| **Other General Hazards/ Risks** | | | | | |
| VDU use ( > 1 hour daily) | Y | | | | X |
| Heavy manual handling (>10kg) | N | | | | |
| Driving | Y | | | X | |
| Food handling | N | | | | |
| Night working | N | | | | |
| Electrical work | N | | | | |
| Physical Effort | N | | | | |
| Mental Effort | Y | | | | X |
| Emotional Effort | Y | X | | | |
| Working in isolation | N | | | | |
| Challenging behaviour | Y | X | | | |