

PERSON SPECIFICATION

JOB TITLE: Pathology Stores Operative

BASE: The Royal Shrewsbury Hospital/The Princess Royal Hospital

Attributes & Qualities Required	Essential	Desirable
<p>1. <u>Attainments</u></p> <p>e.g. Educational qualifications, Professional/occupational qualifications, training, experience.</p>	<ul style="list-style-type: none"> ▪ Experience in handling & moving heavy roll - cages & packages. ▪ Qualified to NVQ level 2 (or equivalent) or CIPS Foundation (or equivalent). ▪ Manual Handling training (with appropriate certification). 	<p>Proven experience of stock control /materials management systems within NHS.</p>
<p>2. <u>General Knowledge</u></p> <p>e.g. Ability to: reason quickly and accurately, to learn quickly, to handle complex ideas.</p>	<ul style="list-style-type: none"> ▪ Knowledge of materials management processes & procedures and use of data capture and ordering systems 	
<p>3. <u>Special Aptitudes</u></p> <p>e.g. Manual dexterity</p> <p>Mechanical aptitude</p> <p>Verbal and/or numerical reasoning</p> <p>Artistic aptitudes</p> <p>Managerial skills</p> <p>* People</p> <p>* Resources</p> <p>Others</p>	<ul style="list-style-type: none"> ▪ Ability to communicate effectively with customers & suppliers. ▪ Ability to analyse data, make decisions and own & resolve problems. ▪ Good keyboard skills – ability to produce Excel spreadsheets, Word documents using Microsoft Software. ▪ Skilled in the movement, handling & storage of goods. ▪ Ability to work on own initiative & to prioritise and organise own workload. ▪ Ability to concentrate and remain focused when counting & re-ordering stock. 	
<p>4. <u>Disposition</u></p> <p>e.g. Personality characteristics</p> <p>* steadiness</p>	<ul style="list-style-type: none"> ▪ Confident friendly & approachable. ▪ Able to cope with distressing & emotional sights and situations & 	

<ul style="list-style-type: none"> * self-reliance * acceptability to others * relationships with others 	<p>frequent exposure to dust and ward smells.</p>	
<p>5. <u>Circumstances</u></p> <p>e.g. Domicile</p> <p>Other</p>	<ul style="list-style-type: none"> ▪ Self-motivated. ▪ Able to work on own and as a member of a team. ▪ Set targets and meet deadlines. 	