



PERSON SPECIFICATION

Position: Revalidation Co-ordinator

Date: March 2023

REQUIREMENTS	Essential	Desirable	Application/ Interview
Education			
Educated to 'A' Level or equivalent	✓		Application
Experience			
Experience relevant to this role gained in a customer or client facing role	✓		Application/ Interview
Experience relevant to this role gained within a professional or membership body or regulatory environment		✓	Application/ Interview
Experience of providing technical support to users of an e-portfolio or other interactive web-based IT system		✓	Application/ Interview
Knowledge			
Can demonstrate an ability to manage multiple workstreams which may have competing priorities	✓		Application / Interview
Has a good understanding of Data Protection, including GDPR, confidentiality and health and safety	✓		Application / Interview
Skills			
Can demonstrate an interest in and an understanding of the work of FPM and of revalidation and appraisal	✓		Interview
Can work effectively in a problem-solving role	✓		Application / Interview
Communicates confidently, professionally and effectively by telephone, in person and in writing	✓		Application / Interview
Able to maintain and interrogate databases and electronic records accurately	✓		Application / Interview
Able to follow processes, procedures and instructions as well as develop possible improvements based on experience	✓		Application / Interview
Able to work without direct supervision when required and manage own time and projects as they arise during busy or quieter periods	✓		Application / Interview
Able to be an effective and confident representative of FPM when receiving enquiries from doctors and senior representatives from other organisations	✓		Application / Interview
Proficient computer skills – experience with Word, Outlook, Excel, PowerPoint and online platforms such as MS Teams and Zoom	✓		Application / Interview
Able to work effectively within a small multi-disciplinary team, supporting and working collaboratively with colleagues	✓		Interview
Able to remain calm and professional when under pressure	✓		Interview

Able and willing to undertake the necessary training and development which may be required	✓		Interview
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Attitude			
A self-starter who is organised, flexible, able to work under pressure, prioritise workload, resourceful and meet deadlines	✓		Interview
Is willing to complete routine administrative tasks	✓		Application / Interview
Can demonstrate a willingness to champion equality, diversity and inclusion, and to uphold our organisational values (Professional, Innovative, Caring, Collaborative, Credible, Learned)	✓		Interview

You should include clear examples of how you meet the above criteria in your application.

Please note that the Faculty is only able to appoint persons who are legally eligible for employment in the United Kingdom and the successful candidate will be required to provide evidence of this.

Further information available from www.ind.homeoffice.gov.uk