# Faculty of

Pharmaceutical Medicine

# **PERSON SPECIFICATION**

*Advancing the science and practice of pharmaceutical medicine for the*

*benefit of the public*

**Position: Specialty Training Coordinator Date: April 2023**

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| REQUIREMENTS | Essential | Desirable | Application/ Interview |
| Education | | | |
| Can demonstrate successful completion of a course or programme of education to A’level standard or above. |  | **✓** | Application |
| Experience | | | |
| Experience relevant to this role gained in a customer or client facing role | **✓** |  | Application/ Interview |
| Experience of supporting the coordinating the delivery of educational and training programmes |  | **✓** | Application/  Interview |
| Relevant experience in working in regulatory environments | **✓** |  |  |
| Knowledge | | | |
| Is able to manage multiple workstreams which may have competing priorities | **✓** |  | Application /  Interview |
| Has practical experience of using digital tools that support the delivery of education and training, e.g. e-portfolio | **✓** |  |  |
| Is able to administer and support the work of committees and organise cross-committee activities. | **✓** |  |  |
| Skills | | | |
| Able to build effective working relationships and work as part of a team with staff, committees, members, and external stakeholders. | **✓** |  | Interview |
| Communicates confidently, professionally and effectively by  telephone, in person and in writing | **✓** |  | Application /  Interview |
| Able to maintain electronic records accurately | **✓** |  | Application / Interview |
| Able to follow processes, procedures and instructions as well as develop possible quality improvements based on experience | **✓** |  | Application / Interview |
| Able to work without direct supervision manage as well as manage own time | **✓** |  | 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 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 and remain calm, 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](http://www.ind.homeoffice.gov.uk/)