



PERSON SPECIFICATION

Position: Revalidation Manager

Date: March 2024

REQUIREMENTS	Essential	Desirable	Application/Interview
Education			
Can demonstrate successful completion of a course or programme of education to degree-level standard 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
Experience of successfully managing relationships with a wide variety of stakeholders	✓		Application/Interview
Knowledge			
Can demonstrate an ability to manage multiple workstreams which may have competing priorities	✓		Application/Interview
Understands Data Protection, including GDPR, and confidentiality with the ability to deal with sensitive information with tact and diplomacy.	✓		Application/Interview
Skills			
Can demonstrate an understanding of the work of FPM and of revalidation.	✓		Interview
Able to work independently, make informed decisions and troubleshoot.	✓		Application/Interview
Communicates confidently, professionally and effectively by telephone, in person and in writing.	✓		Application/Interview
Able to process high volumes of information and data with accuracy, including interrogating databases and electronic records.	✓		Application/Interview

Able to follow processes and procedures with a keen eye for detail and an ability to research and compare data.	✓		Application/Interview
Able to organise time and prioritise effectively, managing demanding workloads without direct supervision when required.	✓		Application/Interview
Proficient computer skills – experience with MS Office, Zoom and databases.	✓		Application/Interview
Able to work effectively within a small multi-disciplinary team, directing, supporting and working collaboratively with colleagues.	✓		Application/Interview
Able to remain calm and professional when under pressure	✓		Application/Interview
Able to and willing to undertake the necessary training and development which may be required.	✓		Application/Interview

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

Please note that FPM 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