

**PERSON SPECIFICATION**  
**Senior Placement Co-Ordinator**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Application Form / Supporting Statement / Interview</b>
1. A Levels (Grades A-D) or equivalent or relevant professional qualification to the same level / above.	Essential	Application Form
2. Successful experience of working collaboratively and problem solving to reconcile the needs of different stakeholders.	Essential	Supporting Statement / Interview
3. Ability to maintain the highest standards of professionalism. This includes the need to use excellent judgement, and to deal effectively with confidential and sensitive issues with integrity and discretion.	Essential	Supporting Statement / Interview
4. Ability to contribute to setting up and maintaining effective systems and procedures.	Essential	Supporting Statement / Interview
5. Excellent organisational and prioritisation skills which enable you to work efficiently under pressure, to meet competing deadlines and coordinate multiple projects.	Essential	Supporting Statement / Interview
6. Ability to use a variety of software, including Microsoft Teams, Word, Outlook and Excel.	Essential	Supporting Statement / Interview
7. Experience in using database systems or a willingness and confidence to learn new IT and database systems.	Essential	Supporting Statement / Interview
8. High levels of accuracy and attention to detail, specifically in relation to implementing processes, and the application of information and data management.	Essential	Supporting Statement / Interview
9. Experience of contributing positively to continuous improvement and changes in the workplace, with a commitment to ongoing personal and professional development.	Essential	Supporting Statement / Interview
10. Experience of report writing, data analysis and the presentation of recommendations and findings.	Essential	Supporting Statement / Interview
11. Experience of working in an administrative, organisational role relating to student placements, health professional and / or medical education – either in Higher Education or within a health, medical or social care organisation.	Desirable	Application Form / Supporting Statement / Interview

12. Experience of servicing formal committees and minute taking.	Desirable	Supporting Statement / Interview
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- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.