

## Person Specification

**Job Title:** E Rostering Lead

**Accountable to:** Head of Workforce Systems

Criteria	Essential Criteria	Desirable Criteria
Qualifications	<p>IM&amp;T / degree qualification</p> <p>Demonstrable experience in creating complex Rosters</p> <p>Demonstrable and in-depth experience of Allocate Healthroster.</p> <p>Demonstrable and in-depth experience of ESR</p> <p>Detailed knowledge and experience of NHS Terms and Conditions and Organisational Structures.</p>	

Experience	<p>Experience of working with software e rostering systems.</p> <p>Experience of working on or with the implementation of complex Workforce Systems projects and Trust wide initiatives.</p> <p>Experience of producing documentation to a high standard.</p> <p>Experience of managing own workload and supporting others in a team environment to ensure that service standards are maintained.</p> <p>Experience of delivering training.</p> <p>Experience of translating complex workforce systems issues into non systems speak.</p>	<p>Experience within the Healthcare sector</p> <p>Experience working in a client/supplier relationship to obtain client requirements.</p> <p>Project management experience.</p>
Technical Skills Competencies	<p>Ability to take customers' requirements and then implement that strategy within Health Roster and roll that out at both a departmental and organisational level.</p> <p>Ability to prioritise and work to tight deadlines to meet competing demands.</p> <p>Ability to collate information and data accurately. Ability to build effective working relationships with a range of managers.</p> <p>Technically proficient with the use of Microsoft packages.</p> <p>Strong writing /editing skills and ability to communicate clearly at all levels.</p> <p>Able to communicate verbally both face to face and on the telephone in a clear and professional manner.</p> <p>Always looking for continual service improvement, in order to improve the e rostering experience.</p>	

Knowledge	<p>Knowledge of complex IM&amp;T applications.</p> <p>Knowledge and ability to design, develop and author Trust and Department level reports from both Health Roster, ESR and Allocate Insights.</p> <p>In depth experience and detailed knowledge of ESR in order to integrate Health Roster data with ESR data.</p>	Working knowledge of hospital structure.
Other requirements specific to the role	<p>Excellent communication skills, the ability to present complex information professionally to a variety of users.</p> <p>Ability to liaise with subject matter experts in order to refine or modify designs where necessary, to ensure rosters work reliably as intended.</p> <p>Ability to analyse and assimilate information in order to determine appropriate methods of providing e rosters.</p> <p>Exceptional attention to detail with a focus on customer service, consistency and quality.</p>	<p>Ability to liaise with suppliers and staff on a technical and non-technical level. Able to work with minimum supervision.</p> <p>Ability to use own initiative.</p>
Personal Attributes	<p>Flexible – working times etc.</p> <p>Highly organised, motivated and able to plan own workload, working unsupervised when necessary.</p> <p>Ability to work effectively on multiple projects/ tasks.</p> <p>Good team player with the ability to work with people and to understand their requirements.</p> <p>Self-confident in ability to work independently.</p>	<p>Be willing to challenge current thinking and practice to improve quality.</p> <p>The ability to motivate and enthuse others.</p> <p>Should be committed to keeping updated with current National e rostering issues and technologies and willing to learn new skills.</p>
Language requirement	Able to speak English as necessary to undertake the role	