

PERSON SPECIFICATION
POST TITLE: Workforce Coordinator

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
Royal Free World Class Values	<ul style="list-style-type: none"> Demonstrable ability to meet the Trust Values Positively welcoming Actively respectful Clearly communicating Visibly reassuring 	E	A / I
Education & professional Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent level of experience. 	E	A / I
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working in a complex, multi-disciplinary and culturally diverse organisation 	E	A/I
	<ul style="list-style-type: none"> Experience of operating effectively in a customer facing environment 	E	A/I
	<ul style="list-style-type: none"> Administrative experience at a senior level to include diary management, booking and arranging meetings / events, and minute taking. 	E	A/I
	<ul style="list-style-type: none"> Experience of advising managers on complex and serious individual and/or collective conflict situations including disciplinary, capability and grievance issues 	D	A/I
	<ul style="list-style-type: none"> Experience of supporting effective organisational change initiatives, including Transfer of 	E	A/I

	<p>Undertakings (Protection of Employment).</p> <ul style="list-style-type: none"> Experience of working in a multi-unionised environment 	D	A/I
Skills and aptitudes	<ul style="list-style-type: none"> Ability to work with people at all levels, liaising externally with stakeholders as required. Able to plan and organise the work of themselves and others to ensure the achievement of targets and outcomes. Ability to communicate verbally and in writing to others in a clear, concise and easily understood manner. Able to use Microsoft Office and other IT packages to a high level and produce correspondence / reports in a professional and accurate format. Well-developed influencing and negotiating skills. <p>Ability to work on own initiative and prioritise own and others workload.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
Personal Qualities & attributes	<ul style="list-style-type: none"> A strong customer focus, which mirrors the values of the organisation. A professional and efficient approach, 	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>

	<p>maintaining high levels of confidentiality.</p> <ul style="list-style-type: none"> • Strong attention to detail. • Flexible approach including switching priorities to meet the needs of the service. 	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
Others	<ul style="list-style-type: none"> • Ability to work without direct supervision • Maintain a high level of professionalism in manner • Ability to work under pressure and use own initiative 	<p>E</p> <p>E</p> <p>E</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p>