

NHS BLOOD AND TRANSPLANT – PERSON SPECIFICATION GUIDANCE

The purpose of this guidance is to help you develop a Person Specification (PS) that evidence the criteria required for the role, but also meets the requirements for both Job Evaluation (JE) and Recruitment.

When creating a new post you must inform HR Direct at the earliest opportunity. *For further guidance, refer to Managers Top Tips.*

The Person Specification (PS) is used for Recruitment purposes and should therefore always indicate whether criteria are essential or desirable.

The essential criteria should be the minimum requirement necessary to carry out the role to a satisfactory level and the desirable criteria reflects a competent practitioner.

Remember that only criteria relevant to the role should be used - adding any detail that is additional or not relevant will create difficulties when recruiting to the post.

Post Title:	<i>This should be consistent throughout all documents</i>	
Category	Description	Select Essential or Desirable
Skills & Abilities	The skills and abilities should be relevant to the duties and responsibilities of the role outlined in the Job Description	
Knowledge & Experience	Be aware that positioning NHSBT/NHS systems as an essential criteria will exclude potential external applicants	Desirable
	<ul style="list-style-type: none"> ✳ Do not reference to the number of years' experience e.g. Minimum 10 years Line Management experience. You may use terms such as proven track record or extensive experience. ✳ Do not use of acronyms, abbreviations or jargon. 	
	positioning Avoid use of discriminatory language, for example, good general health; good timekeeping; good sense of humour, empathy etc	
Training & Education	What relevant qualifications are required for the role? For example, Educated to Degree level in a relevant subject i.e. Business Management, Finance, IT or equivalent level of knowledge or experience to degree level.	Essential
	What relevant essential training is required for the role?	
	Is there a requirement for professional registration that must be maintained in the role? For example, NMC/GMC/HCPC – if so please indicate	If required, must be Essential
Other	Does the role require travel or irregular hours? <i>If so consider the below wording: Requirement working irregular hours Requirement to travel, including overnight stays with appropriate prior notice</i>	If required, must be Essential
	Does the role require the role holder to drive? <i>If so consider the below wording: Possess a full valid UK driving licence</i>	Should always be desirable unless essential for the role i.e. Transport Driver
	Does the role require the participation in an on-call out of hours rota? <i>If so consider the below wording: Participation in an on-call out of hours rota which may include evening, weekend or public holiday working</i>	If required, must be Essential

NHSBT is committed to implementing reasonable adjustments for people with disabilities.

NHS Blood and Transplant is a Special Health Authority within the National Health Service.



JE Office Use Only:

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Ref:



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	<p><i>Does the role require the participation in a shift working rota?</i> <i>If so consider the below wording: participation in a shift working rota which may include evening, weekend or public holiday workings</i></p>	<p>If required, must be Essential</p>
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