

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: Sexual Health Adviser

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:





3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

<p>EDUCATION, QUALIFICATIONS & TRAINING</p> <p>e.g. Education, professional qualifications</p>	Registered Nurse (level 1)	3	Application form
	Foundation STIF Course or evidence of similar education	3	Application form
	NDRSRH or evidence of post graduate contraception qualification	3	Application form
	Experience in motivational interviewing/behaviour change	3	Application form & interview
	Qualification in Teaching and assessing e.g. 997/8 or Mentorship course	2	Application form
	Evidence of post graduate study in HIV	1	Application form
<p>EXPERIENCE</p> <p>e.g. Breadth of occupational experience</p>	Current experience in a level 3 sexual health service working as health adviser	3	Application form
	Able to counsel service users on all available methods of contraception with reference to best evidence of care	3	Application form & interview
	Able to present sexual health information, especially in relation to infections, in an effective and accessible manner	3	Application form & interview
	Phlebotomy skills or willing to develop	3	Application form

	Understanding of current national and local sexual health issues	3	Application form
	Experience of working to PGD's	3	Application form
	Previous experience as a team/shift leader	3	Application form
	Experience of implementing/updating policies and guidelines	3	Application form & interview
	Experience of working collaboratively with other teams and agencies	3	Application form
	Experience of safeguarding vulnerable children and adults	2	Application form
	Previous experience in research/audit	2	Application form

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
<p>SKILLS, ABILITIES & KNOWLEDGE</p> <p>e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.</p>	<p>Clear concise verbal and written communication to ensure effective liaison with patients and multidisciplinary team</p>	3	Application form & interview
	<p>Ability to provide an empathic approach when imparting highly sensitive information</p>	3	Application form
	<p>Able to work collaboratively with patients to achieve public health goals whilst maintaining a patient centered focus</p>	3	Interview
	<p>Computer skills, ability to use Microsoft word, excel documents and healthcare databases.</p>	3	
	<p>Presentation skills</p>	2	
<p>SPECIAL CIRCUMSTANCES</p> <p>e.g. Ability to travel to other sites. Ability to work internal rotation</p>	<p>Flexible working to meet service and patient needs</p>	3	Application form and interview
	<p>Ability to travel between service sites as required by service</p>	3	Application form and interview
	<p>Able to work variable shift pattern including evenings and Saturdays</p>	3	Application and interview