

Document 1

Person specification for STP training officer

Note: We are aware that terminology varies between workplaces. For example, in many life sciences laboratories, 'Training Officer' is a recognised job role, responsible for education and training at all levels in the department. This person specification relates only to *the individual nominated in OneFile by the STP trainee as his/her Training Officer*. Please refer to the guidance in OneFile and on the NSHCS website for more detail of the STP Training Officer role and responsibilities.

	Essential	Desirable	Mitigation
Qualifications	Master's level qualification or equivalent	Formal training qualification	If there is no suitably qualified individual in the department, this will jeopardise the possibility of accreditation. However, it may be possible to remedy this by involving a qualified individual from elsewhere (e.g. a medic) to take an active role in training. This would have to be formalised, and would be reviewed case by case.
Registration	Appropriate registration	Registered Clinical Scientist	
Knowledge and understanding	<ul style="list-style-type: none"> • Clear understanding of the STP curriculum • Knowledge and understanding of the STP assessments • Knowledge of 'Good Scientific Practice' • Knowledge of relevant codes of practice and conduct 	Familiarity with other related scientific specialties	
Seniority	Band 7 or above	Line manager (for staff other than trainee)	If the Training Officer is not a line manager, or has been in a Band 7 or above scientist role for less than three years, he/she must be supervised by a more senior manager in the exercise of training officer responsibilities. There should be a document setting out the supervision arrangements, and this should be submitted as part of the approval process. If the training officer does not have experience of postgraduate research, the department should identify an individual with this experience who will be available to support the trainee during the research project.
Experience	<p>Significant experience in a postgraduate scientist role</p> <p>Experience of undertaking scientific research at postgraduate level.</p> <p>Experience of carrying out assessment and signing off competence</p>	<p>At least three years of practice as a scientist at Band 7 or above, with line management</p> <p>Previous experience of supervising trainees</p> <p>Experience of wider National School of Healthcare Science activities such as OSFA assessing or recruitment interviews</p>	

Training	Has attended NSHCS train the trainer event (or has committed to do so)	Has received training (within the trust or elsewhere) in supporting workplace learners; mentoring; having difficult conversations; giving feedback	If the Training Officer has not yet received the training listed in column three, the trust should undertake to provide it. Written evidence of the commitment should be supplied.
Personal attributes	<ul style="list-style-type: none"> • Well-organised, with good planning skills • Resilient and persuasive • Empathetic • A clear communicator • Flexible • Patient • Good networker • Role model • Proactive 	<ul style="list-style-type: none"> • Generous with time 	If the training officer cannot demonstrate the essential or desirable attributes, the department must ensure there is support. This is especially important in case any pastoral support is needed for the trainee: clear arrangements must be in place for this.
Support	<ul style="list-style-type: none"> • Training Officer role included in job description • Time allocated to the role over and above regular duties • Clear line of accountability for the training function • Performance as a Training Officer will be appraised as part of performance review • Released for training to support the function • Released to participate in training officer networks • Clear mechanism for escalating any concerns about a trainee • In contact with trainee's HEI • Another individual identified as cover in training officer role during periods of absence (e.g. holiday) 	<ul style="list-style-type: none"> • Allocated a 'buddy' in a similar role in another department • Mentored by a more experienced STP training officer from another department if necessary • Actively supported by trust's practice learning team • Able to observe Training Officers of other STP trainees performing assessments 	