

Person Specification Chief Scientific Officer

British Society for Allergy and Clinical Immunology

Knowledge & Experience	Required	Advantageous
Science/medicine or related subject	Desirable	
Experience of working in NHS or academic environment	Essential	
Proven ability to undertake systematic reviews as part of evidence base guidelines/documents for publication	Essential	
Knowledge of GRADE methodology including use of GRADE PRO	Desirable	
Knowledge of Medical Publishing	Desirable	
Ability to encourage, support and motivate others.	Essential	
Competent in Microsoft Office the use of databases and Survey Monkey.	Essential	Experience in updating websites
Able to make corrections during meetings to documents using a PC therefore must possess good typing skills.	Desirable	
Line management experience	Desirable	
Experience in leading development of policies, processes or guidelines development	Essential	
Qualifications		
A degree or equivalent experience	Essential Diploma/degree in a relevant subject	Certificate in Clinical Research
Skills & Abilities		
Able to prioritise multiple demands and still meet deadlines.	Essential	
Excellent numeracy and literacy skills, including spelling and grammar.	Essential	
Good communications skills, able to communicate effectively face to face over the phone and via email at all levels.	Essential	
Attention to detail and methodical approach to completing and collating of information.	Essential	
Able to work as part of a team	Essential	
Personal Characteristics & aptitudes		
Professional, responsible and trustworthy.	Essential	
Pro-active self-motivated, self-starter	Essential	
Works well with others within a small team	Essential	
Commitment to ensuring Equality Diversity and Inclusivity	Essential	
Supporting Role		
Experience of providing support to committees, organising meetings and willingness to write minutes, following up actions afterwards.	Desirable	