

“A great place to be cared for; a great place to work”

2020070551CEP



**University Hospitals of  
Morecambe Bay**  
NHS Foundation Trust

**PERSON SPECIFICATION B4** Personal Assistant Integrated Community Care

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and qualifications</b>	RSA III NVQ Business Administration Level 3	Good standard of general education (including GCSE English or equivalent).
<b>Experience</b>	Significant secretarial experience working directly to a senior manager clinician in a large, complex organisation.	Administrative / secretarial background  Competent in all aspects of office administration.  Good knowledge of NHS structure/function and stakeholders
<b>Skills, ability and knowledge</b>	Proficiency in Microsoft Word (word processing skills essential)	Proficiency in shorthand skills (eg 80wpm minimum).  Skills in Microsoft PowerPoint and database packages highly desirable.

<b>Personal Qualities</b>	Highly developed organisational skills and the ability to work under pressure with minimal supervision (including prioritising work and using initiative).  Excellent written and verbal communication skills.  Excellent customer relation skills.  Confidentiality and discretion.  Ability to travel as required.	
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V1505019 All Posts

V18-08-22 All Posts