<div align="center">**PERSON SPECIFICATION**</div>

| TITLE OF POST | Health and Wellbeing Administrator |
|---|---|
| BAND | 3 |
| DEPARTMENT | Health and Wellbeing |
| LOCATION | Airedale General Hospital, with visits to other Trust premises/Private Premises |

| REQUIREMENTS | ESSENTIAL | DESIRABLE | ASSESSMENT METHOD |
|---|---|---|---|
| **KNOWLEDGE** | Understanding of occupational health in the NHS | Knowledge of information systems including secure storage and access of occupational health records and information in line with current legislation and Trust policies | Application form/interview |
| **SKILLS** | Keyboard skills including knowledge of medical terminology<br><br>Ability to work to deadlines and prioritise workload in line with department protocols<br><br>Ability to work alone and as part of a team<br><br>Ability to demonstrate compassion, empathy and sensitivity | | Application form/interview |
| **QUALIFICATIONS** | RSA Stage III Typing/word processing or equivalent | | Application form/interview |
| **EXPERIENCE** | Demonstrate knowledge of occupational health terminology acquired through work-based training and experience | | Application form/interview |

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|---|---|---|---|
| | Must be able to demonstrate experience in dealing with telephone or face to face queries from distressed or frustrated clients<br><br>Experience of working as part of a multi-faceted team | | |
| **RIGHT CARE VALUES** | *Select three of the following Right Care Values and use the behaviour details from here to populate this section:*<br><br>- Honesty & Integrity<br>- <span style="color:red">Listening & Communicating</span><br>- <span style="color:red">Supportive & Approachable</span><br>- Even Handed & Encouraging<br>- <span style="color:red">Patient Centred & Compassionate</span><br>- Leads by Example & Self Aware | | Application form/interview |
| **OTHER** | Must be able to work autonomously using initiative whilst also integrating effectively into both the Occupational Health Service clinical and non-clinical teams.<br><br>Ability to deal with people including colleagues and managers, in a friendly, professional manner<br><br>Ability to remain calm in stressful situations<br><br>Ability to escalate if and when the need arises<br><br>Willingness to undertake further training if necessary<br><br>Ability to adapt as the department develops<br><br>Willingness to travel locally to offer services to external clients | | Application form/interview |