

PERSON SPECIFICATION

CSTD, Logistics & Failsafe Co-ordinator

Attributes	Essential Qualities	Desirable Qualities	Assessment Method
Qualifications	<ul style="list-style-type: none"> • Good Standard of Secondary Education to GCSE Level, or equivalent including English 	<ul style="list-style-type: none"> • RSA III Typing • Shorthand qualification • AMSPA qualification • ECDL or equivalent • NVQ level 3 or equivalent qualification 	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of NHSCSP procedures • Competence in core administrative practices. • Understanding of confidentiality requirements • Ability to deal with queries efficiently and effectively. • Demonstrable experience of working in an NHS clinical/clerical/administrative role 	<ul style="list-style-type: none"> • Experience of taking and typing minutes. • An understanding of medical terminology • Experience of accessing information from databases • Proficiency in Microsoft Office Word, Excel, and Access • Experience of developing and maintaining administrative systems 	<p>Application Form</p> <p>Interview</p>
Skills / Abilities	<ul style="list-style-type: none"> • Able to communicate effectively with a wide range of professionals and service users via telephone, email and face to face. • Excellent keyboard skills. 		<p>Application Form</p> <p>Interview</p>

	<ul style="list-style-type: none"> • Able to work on own initiative • Able to prioritise workload and to adapt effectively to changing priorities and to meet deadlines • Ability to work alone and as part of a team • Demonstrates a sensitive and caring approach to role. • Excellent organisational skills • Able to work to SOP's and Trust policies and procedures 		
Personal Attributes	<ul style="list-style-type: none"> • Reliable, self-motivated and conscientious approach to work. • Demonstrates excellent attention to detail. • Able to remain calm and objective and work well under pressure • Adopts a proactive and flexible attitude to work. • Is willing to undergo further training and development. 		<p>Application Form</p> <p>Interview</p>