

## Person Specification

|                  |                           |                   |                      |             |   |
|------------------|---------------------------|-------------------|----------------------|-------------|---|
| <b>Job Title</b> | Support Medical Secretary | <b>Department</b> | Medicine Secretariat | <b>Band</b> | 3 |
|------------------|---------------------------|-------------------|----------------------|-------------|---|

| Attribute                             | Essential  | Desirable  | How Assessed   |
|---------------------------------------|--|--|--|
| <b>Qualifications &amp; Education</b> | RSA II or equivalent experience<br>G.C.S.E. English or equivalent  | AMSPAR Diploma   | <ul style="list-style-type: none"> <li>• <i>Application (A)</i></li> <li>• <i>Interview (I)</i></li> </ul> |
| <b>Knowledge &amp; Experience</b>     | Microsoft Word<br>Conversant with secretarial procedures /administrative practice<br>Medical terminology<br>Previous secretarial / office experience<br>Working in a team<br>Maintaining confidentiality | PAS<br>Digital dictation systems<br>Waiting list management<br>Patient pathway management<br>Previous NHS experience<br>Advanced keyboard skills<br>Audio typing | <ul style="list-style-type: none"> <li>• <i>Application (A)</i></li> <li>• <i>Interview (I)</i></li> </ul> |
| <b>Skills &amp; Abilities</b>         | Ability to prioritise<br>Reliable and works to high standards<br>Adaptable to change<br>Sensitive and caring<br>Able to work on own initiative.<br>Excellent organisational and time management skills   | Excellent communication and interpersonal skills<br>Problem solving  | <ul style="list-style-type: none"> <li>• <i>Application (A)</i></li> <li>• <i>Interview (I)</i></li> </ul> |
| <b>Values &amp; Behaviours</b>        | Flexible<br>Positive   |  | <ul style="list-style-type: none"> <li>• <i>Application (A)</i></li> <li>• <i>Interview (I)</i></li> </ul> |