

PERSON SPECIFICATION

Job Title **Operational Support Services & Systems
Coordinator**

Band **Band 3**

Attribute	Essential	Desirable	Evidence to support assessment Application/Interview/Test
Qualifications			
Education to NVQ 2 level or equivalent	X		A/I
Educated to GCSE level or equivalent		X	A/I
ECDL qualification or equivalent		X	A/I
Experience			
Demonstrable experience of working in an administrative environment and working with computerised data systems with accuracy	X		A/I
Demonstrable customer care.	X		A/I
Previous experience of effective team working	X		A/I
Previous NHS or public sector environment experience		X	A/I
Skills and Abilities			
Good written and verbal communication skills	X		A/I
IT skills, particularly Windows applications (Word, Excel and Outlook)	X		A/I

Competence in accurate data entry and typing skills.	X		A/I
Excellent time management skills and organisational skills	X		A/I
Good numeracy skills	X		A/I
Able to demonstrate a commitment to the HRCH values (Care, Respect, Communication)	X		A/I
Minute taking		X	A/I
Knowledge			
Understanding of Data Security policies and guidance.	X		A/I
Knowledge of medical terminology		X	A
Disability awareness or experience working with people with a range of disabilities		X	A/I
Appropriate administrative qualification		X	A/I
Personal attributes			
Excellent interpersonal skills	X		A/I
Tact and discretion in relation to confidential matters	X		A
Ability to work under pressure	X		A/I
Ability to use initiative and work without supervision	X		A/I
Ability to work as part of a team and encourage collaboration within a team	X		A/I
Ability and willingness to extend knowledge and learn new skills	X		A/I