

## **Person Specification**

| Job Title   | Emergency Operations Administrator  |  |
|-------------|---|--|
| Band        | Band 3  |  |
| Department  | Service Delivery  |  |
| Directorate | Operations  |  |
| Location    | The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally within the location of EEAST, or as set out under the terms of their contract. |  |

## **Supporting Evidence**

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.



| Factors                                   | Description   | Essential /<br>Desirable | Assessment |
|---|---|--------------------------|------------|
| Knowledge,<br>Training, and<br>Experience | Educated to NVQ 3 level in a relevant subject or equivalent level of qualification, or significant equivalent previous proven experience. | E                        | A / C      |
|   | Demonstrable experience of working in an administrative environment and working with computerised data systems.                           | E                        | A<br>/I    |
|   | Experience of working in a  | D                        |            |
|   | health care environment.  | D                        | A<br>/I    |
|   | Awareness of a range of Health Services provisions.   | D                        | A          |
|   | Working knowledge of Microsoft Office including Word and Excel.   | D                        | /I         |
|   | Knowledge of NHS issues.  |                          | A<br>/I    |
|   |   |                          | A<br>/I    |
|   | Understanding of Data Protection  | D                        | A/I        |
|   | legislation.  Trained or willing to work towards Loggist training.  | E                        | A/I        |



| Practical and writing, data entry, and telephone skills.   |                     |   |   |       |
|--|---------------------|---|---|-------|
| Personal Qualities, Abilities and Attributes  Must be able to maintain confidentiality and trust.  Good time keeping.  Flexible approach to work.   Autonomy  Able to work on own initiative, organising and prioritising own workload to set deadlines.  Equality and Diversity  EEAST Values and Behaviours  Ability to work effectively as part of a team.  All  All  All  All  All  All  All  A  | and<br>Intellectual | writing, data entry, and                                | E | A/I   |
| and Attributes    Problem solving skills.  | Personal Qualities, |   | E | A/I   |
| Must be able to maintain confidentiality and trust.  Good time keeping.  E  I  Flexible approach to  work.  A/  I  Autonomy  Able to work on own initiative, organising and prioritising own workload to set deadlines.  Equality and commitment to, equality of opportunity and good working relationships.  EEAST Values and Behaviours  EEAST Core To value warmth, empathy and compassion in all our relationships.  Teamwork Together as one, work with pride and commitment to achieve our vision.   | and                 | Problem solving skills.                                 | E | A/I   |
| Flexible approach to work.  Flexible approach to work.  Flexible approach to work.  Flexible approach to work.  Flexible approach to Fl |                     |   | E | A/    |
| work.  Autonomy Able to work on own initiative, organising and prioritising own workload to set deadlines.  Equality and Diversity  EEAST Values and Behaviours  Care To value warmth, empathy and compassion in all our relationships.  E Teamwork Together as one, work with pride and commitment to achieve our vision.   |                     | Good time keeping.                                      | E | I.    |
| Autonomy Able to work on own initiative, organising and prioritising own workload to set deadlines.  Equality and commitment to, equality of opportunity and good working relationships.  EEAST Values and Behaviours  Care To value warmth, empathy and compassion in all our relationships.  E A/I/ T T  A/I/ T T  A/I/ T T  |                     | Flexible approach to                                    | E | A/    |
| Autonomy Able to work on own initiative, organising and prioritising own workload to set deadlines.  Equality and Commitment to, equality of opportunity and good working relationships.  EEAST Values and Behaviours  Care To value warmth, empathy and compassion in all our relationships.  E Teamwork Together as one, work with pride and commitment to achieve our vision.   |                     | work.   |   | 1     |
| organising and prioritising own workload to set deadlines.  Equality Understanding of, and commitment to, equality of opportunity and good working relationships.  EEAST EEAST CORE VALUES  Values and Behaviours  Care E A/I/ To value warmth, empathy and compassion in all our relationships.  E EAST To value warmth, empathy and compassion in all our relationships.  E E A/I/ T T E E E E E E E E E E E E E E E E E E   |                     |   |   | A/    |
| organising and prioritising own workload to set deadlines.  Equality Understanding of, and commitment to, equality of opportunity and good working relationships.  EEAST EEAST CORE VALUES  Values and Behaviours  Care E To value warmth, empathy and compassion in all our relationships.  E Teamwork Together as one, work with pride and commitment to achieve our vision.   |                     |   |   | 1     |
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| Values and Behaviours  Care To value warmth, empathy and compassion in all our relationships.  E Teamwork Together as one, work with pride and commitment to achieve our vision.   | and                 | commitment to, equality of opportunity and good working | E | A/I   |
| Behaviours  Care To value warmth, empathy and compassion in all our relationships.  E Teamwork Together as one, work with pride and commitment to achieve our vision.  | EEAST               | EEAST CORE VALUES                                       |   |       |
| To value warmth, empathy and compassion in all our relationships.  Teamwork Together as one, work with pride and commitment to achieve our vision.  Tovalue warmth, empathy and the compassion in all our the compassion in all ou | Values and          |   |   |       |
| Teamwork Together as one, work with pride and commitment to achieve our vision.  | Behaviours          | To value warmth, empathy and compassion in all our      | E |       |
| Together as one, work with pride and commitment to achieve our vision.   |                     | relationships.  | E | A /l/ |
| and commitment to achieve our vision.  |                     | Teamwork  |   |       |
| vision.  |                     |   |   | •     |
|  |                     |   | E |       |
|  |                     | VIOIOII.  |   | A/I/  |



|   | Quality Strive to consistently achieve high standards through continuous improvement.                    |             | T         |  |  |
|---|--|-------------|-----------|--|--|
|   | Respect To value individuals, including our patients, our staff, and our partners in every interaction.  | E           | A/I/<br>T |  |  |
|   | Honesty To value a culture that has trust, integrity and transparency at the centre of everything we do. | E           | A/I/<br>T |  |  |
|   | Evidence that personal behaviour reflects Trust Values.  |             | A/I/<br>T |  |  |
| *Assessment will take place with reference to the following |  |             |           |  |  |
| information A=Application form                              |  | I=Interview | T=Test    |  |  |
|   | C=Certificate  |             |           |  |  |