



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 / Desirable	Assessment
Knowledge, Training, and 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 / I
	Experience of working in a health care environment.	D	A / I
	Awareness of a range of Health Services provisions.	D	A / I
	Working knowledge of Microsoft Office including Word and Excel.	D	A / I
	Knowledge of NHS issues.		A / I
			A / I
	Understanding of Data Protection legislation.	D	A/I
	Trained or willing to work towards Loggist training.	E	A/I



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

	<p>Respect To value individuals, including our patients, our staff, and our partners in every interaction.</p>	E	A/I/T
	<p>Honesty To value a culture that has trust, integrity and transparency at the centre of everything we do.</p>	E	A/I/T
	<p>Evidence that personal behaviour reflects Trust Values.</p>	E	A/I/T

	*Assessment will take place with reference to the following information A=Application form I=Interview T=Test	
	C=Certificate	