

PERSON SPECIFICATION

Job Title Breast Services Office Manager

Pay band Band 5

Department Breast Unit

Care Group Collaborative

Attribute	Essential	Desirable	Assessment
Qualifications & Training	<p>GCSE at grade C or equivalent in Mathematics and English Language.</p> <p>Typing or word processing qualification at RSA 11 or equivalent</p> <p>NVQ level 3 in Business administration or equivalent</p> <p>Management qualification at certificate level /NVQ level 4 or equivalent</p>	<p>Typing/word processing qualification RSA level 111 or equivalent</p> <p>IT qualification</p> <p>AMSPAR Advanced Diploma for medical Secretaries Level 3 qualification or equivalent</p>	AF/I
Experience	<p>Demonstrable experience of supervising and directing, motivating a mixed skilled team of admin and clerical staff.</p> <p>Demonstrable experience of a wide range of IT systems</p>	<p>Experience working in a healthcare environment</p> <p>Experience working within a multi-disciplinary team</p>	AF/I
Knowledge	Knowledge of medical terminology	Knowledge of National Breast Screening Programme	AF/I/P
Skills and attributes	<p>Demonstrate well developed IT skills</p> <p>Demonstrate ability to work on own initiative or as a team player</p> <p>Demonstrate willingness to work flexibly to ensure service provision</p> <p>Show willingness to develop themselves and their team by taking advantage of training opportunities</p>	<p>Be willing to participate in the promotion of effective team working</p> <p>Be proactive in contributing to service improvement</p>	AF/I/P
Management/Supervision	Demonstrate excellent organisational/time management skills and to work under pressure to meet deadlines.	Demonstrate willingness to develop team by proactively seeking appropriate training and development	AF/I/P

		opportunities for them	
Communication	Demonstrate well developed written, verbal, listening communication skills. Demonstrate a caring and sensitive nature Ability to remain calm under pressure		AF/I/P
Finance and Physical Resources			AF/I
Other	Honest and dependable character Flexible		

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested: AF - Application Form
 I - Interview
 P - Presentation

I confirm that this Person Specification has been discussed and agreed with me.

Name:

Signature:

Date:/...../.....

Profile Supplement:

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos			x			
Lifting weights/objectives above 15 kilos			x			
Using equipment to lift, push or pull patients/objects			x			
Lifting heavy containers or equipment			x			
Running in an emergency			x			
Driving alone/with passengers/with goods		x				
Invasive surgical procedures		x				
Working at height or in a confined space		x				
Concentration to assess patients/analyse information	x					

Response to emergency situations				x		
To change plans and appointments/meetings depending on the needs of this role	x					
Clinical interventions		x				
Informing patients/family/carers of unwelcome news		x				
Caring for terminally ill patients		x				
Dealing with difficult family situations		x				
Caring for/working with patients with severely challenging behaviour		x				
Typing up of formal minutes/case conferences	x					
Clinical/hands on patient/client care		x				
Contacts with uncontained blood/bodily fluids		x				
Exposure to verbal aggression				x		

Exposure to physical aggression		x				
Exposure to unpleasant working conditions dust/dirt/fleas		x				
Exposure to harmful chemicals/radiation		x				
Attending the scene of an emergency		x				
Food preparation and handling		x				
Working on a computer for majority of work	x					
Use of road transport		x				