

Person Specification

Post: Medical Secretary – Band 4

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
Education / Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent • ECDL training or equivalent • AMSPAR qualification or equivalent experience and knowledge of required terminology • NVQ Level 4 qualification or equivalent experience / knowledge 		<ul style="list-style-type: none"> • Application Form • Certificate(s) • Interview
Experience	<ul style="list-style-type: none"> • Previous NHS experience • Previous experience in an administration and supervisory role. • Experience of dealing with complex inquiries that require signposting to services or facilitation of a resolution • Experience in managing and prioritising own workload effectively. • Experience of supervising staff. • Experience of liaising with a wide range of external agencies, e.g. Courts / prisons 	<ul style="list-style-type: none"> • Experience of working in a similar clinical area. 	<ul style="list-style-type: none"> • Application Form • Interview

Knowledge	<ul style="list-style-type: none"> • Working Knowledge of PARIS or similar system • Competent in the use of Microsoft Word, Excel and PowerPoint 		<ul style="list-style-type: none"> • Application Form • Interview
Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent IT skills • Excellent Interpersonal Skills • Excellent Audio typing skills • Able to use own initiative, but identify when to seek additional support • Able to work to deadlines, demonstrating organisational skills • Able to develop close working relationships with the clinical team and other agencies • Ability to effectively communicate to staff, service users and Carers in a tactful and diplomatic manner • Ability to keep information in a confidential and secure manner 	<ul style="list-style-type: none"> • Problem-solving skills • Analytical approach 	<ul style="list-style-type: none"> • Application Form • Interview

Work Related Circumstances	<ul style="list-style-type: none"> • Willing to undertake training required to carry out the job • To work unsupervised, with supervision available • Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs • Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies • Appointments to regulated and controlled activities require an enhanced DBS disclosure. 		<ul style="list-style-type: none"> • Application Form • Interview
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