

### Person Specification

**Job Title: Haematology and Oncology Administration Assistant    Division: Elective**

Job Requirements		Weighting
<b>QUALIFICATIONS/TRAINING</b> <ul style="list-style-type: none"> <li>• Level of education</li> <li>• Professional qualifications</li> <li>• Vocational Training</li> <li>• Post basic qualifications</li> <li>• Training and learning programmes/courses</li> </ul>	<ul style="list-style-type: none"> <li>• Literacy and Numeracy skills</li> <li>• 4 GCSE's or equivalent</li> <li>• NVQ training to a minimum Level 2, or equivalent level qualification</li> <li>• IT skills</li> </ul>	E E E E
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Length and type of experience</li> <li>• Level at which experience gained</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate experience of working effectively in an office environment undertaking a range of administration duties</li> <li>• Good knowledge of Microsoft Office packages including Word, Excel, PowerPoint, Outlook</li> </ul>	E  E
<b>SKILLS/KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Range and level of skills</li> <li>• Depth and extent of knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to maintain strict confidentiality at all times</li> <li>• Excellent written and verbal skills</li> <li>• Be able to undertake basic calculation/information.</li> <li>• Ability to work proactively, on own initiative and as part of a team</li> <li>• Proven ability to produce well-presented clear and accurate documents.</li> <li>• Ability to follow processes accurately with attention to detail</li> <li>• Ability to manage and maintain office systems.</li> </ul>	E  E E E E E

<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>Sometimes called attributes</li> </ul>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Maintain and develop positive relationships with colleagues</li> <li>Ability to work as part of a team</li> <li>Punctual</li> <li>Flexible approach to supporting colleagues and the service.</li> <li>Demonstrates recognition of own role and commitment to personal development</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p><b>OTHER JOB REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Physical attributes</li> <li>Specific job circumstances such as unsocial hours</li> <li>Special requirements such as car driver</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of flexibility in order to meet service requirements.</li> <li>Takes responsibility for own actions and promotes good team working.</li> <li>On occasions required to travel across Warwickshire</li> </ul>	<p>E</p> <p>E</p> <p>D</p>

<p style="text-align: center;"><b>* Notes on Completion</b></p> <p><b>JOB REQUIREMENTS</b> The job requirements are in effect the person specification, in that they specify the person who could do the job competently.</p>		<p><b>WEIGHTING</b> Please indicate for each criteria whether it is <b>E</b>ssential or <b>D</b>esirable.</p>
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