

## Person specification for the post of: Team Co-ordinator Band 4

All requirements listed in this specification must be a) essential to the post and b) assessable within the selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	Educated to GCSE in English Language and Maths Grade A to C or equivalent	Working towards management qualification	Application Form Interview Certificates
<b>EXPERIENCE</b>	Experience of staff supervision or a willingness to train and develop knowledge and skill in this area within 12-18 months of appointment		Application Form Interview Certificates
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KN KNOWLEDGE)</b>	<p>Evidence of excellent interpersonal skills.</p> <p>Able to communicate effectively with staff of different disciplines including matters of a complex and sensitive nature e.g. attendance management</p> <p>Advanced keyboard skills</p> <p>Excellent working knowledge and use of IT systems used within the hospital. E.g. PAS, &amp; Other IT applications such as Microsoft Office/Excel/Maxims</p>	Ability to participate in and contribute to improving departmental work processes and procedures	Interview References
<b>DISPOSITION/ ADJUSTMENT/ ATTITUDE</b>	<p>Professional manner and self-motivated.</p> <p>Able to manage own workload and to work as part of a team.</p>		Interview References

<b>TRAINING</b>	Evidence of a willingness to undertake further training for personal development and maintain up-to-date skills or further skills.		Interview
<b>ADDITIONAL CIRCUMSTANCES</b>	<p>Requirement for frequent concentration with unpredictable interruptions to duties.</p> <p>Able to undertake duties of the post.</p> <p>Prolonged VDU use.</p>		<p>Interview</p> <p>Medical Questionnaire/OH Screening and References</p>

The Royal Cornwall Hospitals is a non-smoking organisation

