



PERSON SPECIFICATION

Post Title: Clerical Officer

Band: 2

Department, Location: Imaging Department, BRI

An Equal Opportunity Employer

Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010.

E or D indicates whether a selection criterion is 'Essential' to the job role or 'Desirable'.

As a minimum a candidate must meet the essential criteria for the post to be recruited.

Experience	How Identified	E/D
Working experience/knowledge of computers, data input and word processing.	Application form/Interview	D
Previous reception and administrative experience in an administrative setting	Application form/Interview	D

Skills <i>Includes; Analytical & judgemental Skills, Communication & Relationship Skills, Physical Skills,</i>	How Identified	E/D
Reception duties	Application Form	D
Customer Care	Application Form	D
Communication Skills	Interview	D

Knowledge <i>Includes; Knowledge & Training</i>	How Identified	E/D
Understanding of Information Governance and Confidentiality	Application/ Interview	E
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues.	Interview	E

Qualifications - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	How Identified	E/D
Level 2 qualification in relevant field or equivalent level of Experience. (e.g. GCSE A-C or NVQ Level 2)	Application Form	E*
NVQ Level 2 in Business and Admin	Application Form	D

Values and Behaviours (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	How Identified	E/D
We are one team <ul style="list-style-type: none"> • We trust each other and work together • We talk clearly and honestly. • We make every penny count. • We get better all the time 	Application form/ Interview/ Test	E
We care <ul style="list-style-type: none"> • We are kind and compassionate. • We take ownership and keep our word. • We are passionate, proud and committed. • We say thank you. 	Application form/ Interview/ Test	E
We value people <ul style="list-style-type: none"> • We respect each other and our patients • We embrace difference • We support each other • We say when we have done well and learn from mistakes 	Application form/ Interview/ Test	E

Other Requirements: <i>Includes; Working Conditions</i>	How Identified	E/D
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Good Team Player	Interview	E
Have a professional but friendly manner	Interview	E
Excellent interpersonal/communication skills	Interview	E
Flexible attitude to work	Interview	E
Able to work under pressure	Interview	E