



BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

PERSON SPECIFICATION

Medical Secretary

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
TRAINING AND QUALIFICATIONS	RSA II Typing/Text Processing plus significant relevant experience Educated in English 'O' Level or GCSE equivalent Amspar Diploma or NVQ level 3 + Medical Terminology (with the ability to reach the required standard in medical terminology by the end of a 12 month period)	RSA III or equivalent Knowledge of Microsoft software Packages including Outlook, Word, Excel And Powerpoint	Certificates Application Form Typing Test
KNOWLEDGE AND EXPERIENCE	Significant admin/secretarial Experience of working in a health or equivalent environment Significant experience of Microsoft Office including databases /Word/Outlook/Excel, Power point/Publisher Knowledge of good practice and system of work within secretarial/PA field.	Experience in working with people who suffer with Mental Health or other related problems Knowledge of NHS policies.	C.V. Application Form Interview
SKILLS	Ability to work within established procedures and guidelines Excellent written and communication skills Ability to work under pressure Ability to work alone or as part of a team Ability to work to tight deadlines Good organisational skills Ability to prioritise and organise own workload effectively. Minute-taking skills	Experience of dealing with a range of disciplines and agencies Supervisory experience	Interview C.V References
PERSONAL QUALITIES	Adaptability/flexibility and ability to cope with change	To be empathic to clients needs and	Interview C.V.

	Reliable and Self motivated Pleasant telephone manner Friendly and polite Assertive Non - judgemental attitude	communication barriers.	
OTHER	Ability to communicate at all levels Ability to display a high degree of interpersonal skills Special aptitude/abilities (e.g. initiative, leadership.)		Interview References

Angela Brown
 SSM
 April 2017