

## Person Specification

**Post: PA to Network Director(s) – Band 4**

| <b>Attribute</b>                  | <b>Essential</b><br>The qualities without which a post holder could not be appointed   | <b>Desirable</b><br>Extra qualities which can be used to choose between candidates who meet all the essential criteria | <b>How Assessed</b><br>e.g. application form, interview, test, in-tray exercise etc                               |
|-----------------------------------|--|--|---|
| <b>Education / Qualifications</b> | <ul style="list-style-type: none"> <li>• RSA 2 or equivalent typing skills</li> <li>• NVQ 3 in business administration or equivalent in training or experience</li> <li>• Experience to diploma level</li> </ul>   | <ul style="list-style-type: none"> <li>• Shorthand</li> </ul>  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificates</li> <li>• Interview</li> </ul> |
| <b>Experience</b>                 | <ul style="list-style-type: none"> <li>• Previous experience in a senior administrative position</li> <li>• Experience of producing high quality documents within corporate identity standards</li> <li>• Competent in Minute Taking</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of working within a large complex organisation.</li> </ul>          | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>                         |
| <b>Knowledge</b>                  | <ul style="list-style-type: none"> <li>• Sound knowledge of word processing packages including Word, Excel, PowerPoint, Outlook (email)</li> </ul>   | <ul style="list-style-type: none"> <li>• Awareness of the structure of the NHS.</li> </ul>                             | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>                         |
| <b>Skills and Abilities</b>       | <ul style="list-style-type: none"> <li>• Good communication skills to maintain effective relationships with managers and staff</li> <li>• Ability to construct memos and letters from notes provided, by word of mouth, and from digital dictation</li> <li>• Advanced keyboard skills</li> <li>• Ability to demonstrate a high level of oral, written and presentation skills in dealing with external agencies and Trust staff at all levels</li> <li>• Ability to improve operational effectiveness by using own initiative to meet departmental needs</li> </ul> |  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>                         |

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| <p><b>Skills and Abilities</b></p>       | <ul style="list-style-type: none"> <li>• Planning and organisational skills to prioritise and manage own workload without any direct supervision, and working to tight deadlines whilst maintaining accuracy</li> <li>• Ability to be assertive, reliable and focused and have a commitment to own personal and professional development</li> <li>• Flexibility and adaptability</li> <li>• Ability to maintain utmost confidentiality</li> <li>• Ability to deal effectively with service users, according them respect and dignity at all times</li> <li>• Ability to work under pressure whilst paying attention to detail.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Professional attitude</li> </ul> |  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul> |
| <p><b>Work Related Circumstances</b></p> | <ul style="list-style-type: none"> <li>• Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs</li> <li>• Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies</li> <li>• Appointments to regulated and controlled activities require an enhanced DBS disclosure.</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul> |