

Person Specification

Post Title:	Administrator	Grade:	4	Review Date:	
Speciality		Division	Acute		
Org Name	Camden & Islington NHS Foundation Trust				

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
QUALIFICATIONS / REGISTRATIONS	<p>Evidence of good general education to include GCSE or Equivalent in Maths and English.</p> <p>HNC Level in Administration or equivalent experience within an admin environment</p> <p>Recognised medical secretarial qualification e.g., RSA3 or equivalent knowledge and experience</p>	Interest in continuing professional development	Interview/Application Form

SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Diary Management • Use of MS Office Software to intermediate level, to include Excel, Outlook and PowerPoint. • Intermediate to Advanced word processing with copy typing speed minimum 40wpm. • Accurate entry and retrieval of information on database systems. • Able to demonstrate advanced communication skills, both verbally and in writing. • Able to effectively liaise with colleagues at all levels in the organisation. • Proven ability to allocate work systematically and prioritise workload. • Able to act appropriately in a challenging environment • Able to work on own initiative and be proactive in problem-solving. • Demonstrate the ability to respond in a flexible manner to the competing demands of the service, teams' and individual workload • Demonstrate the skills needed and desire to work as part of a team. 		<p>Test will be given for Minute-taking, Data checking and Excel.</p>
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> • Substantial experience in a secretarial/administrative role. • Experience of servicing/minuting 	<ul style="list-style-type: none"> • NHS Experience • Understanding of the needs of mental health 	

	<p>meetings.</p> <ul style="list-style-type: none"> • Extensive experience of customer care. • An understanding of the organisation's Equal Opportunity Policy. • An understanding of relevant legislation e.g. Health and Safety, Data Protection and Confidentiality • Experience of working within a Multi-disciplinary team (MDT) 	<p>service users.</p> <ul style="list-style-type: none"> • An understanding of the Trust HR policies and procedures. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Calm under pressure • Respectful • Disciplined/focus • Integrity • Team player • Self-awareness • Good communication 		