

## PERSON SPECIFICATION

### Administrator

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of General Education</li> <li>• NVQ 2 in Administration or willingness to work towards NVQ Level 2</li> <li>• Good IT Skills and programmes such as Excel, Word</li> </ul>		Application / Interview/ Assessment
<b>Occupational experience and abilities</b>	<ul style="list-style-type: none"> <li>• Evidence of good performance in current role</li> <li>• 12 months experience in an admin role</li> <li>• Effective Team Player</li> <li>• Ability to organise self, working to deadlines and ensuring quality standards</li> <li>• High standard of accuracy</li> <li>• Able to work as part of a team</li> <li>• Display tact and diplomacy and an ability to understand people's problems sympathetically</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a change environment</li> <li>• Ability to deal with irate and difficult people accessing the service</li> <li>• Knowledge and use of SystmOne</li> <li>• Knowledge of Community and Therapy services</li> <li>• Knowledge of Trust / Corporate Health Records Services policies</li> <li>• Proven ability of working on own initiative</li> <li>• Experience of working in a patient facing environment</li> </ul>	Application / Interview/ Assessment
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate a clear understanding of core trust values and be able to articulate in practice</li> <li>• Confidence and ability to establish effective</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ongoing personal development</li> </ul>	Application / Interview/ Assessment

	<p>working relationships</p> <ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Calm under pressure</li> <li>• Flexible approach to work and working times</li> <li>• Adaptable to work allocated and willing to cover in absences</li> <li>• Strong attention to detail and accuracy</li> <li>• Self motivated</li> <li>• Ability to communicate effectively at all levels</li> </ul>		
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