

Manyleb Bersonol: Ysgrifennydd meddygol Band 3

	<i>HANFODOL</i> Ni ellir penodi deilydd y swydd heb y nodweddion hyn	<i>DYMUNOL</i> Rhinweddau ychwanegol y gellir eu defnyddio i ddewis rhwng ymgeiswyr sy'n bodloni'r meini prawf hanfodol	<i>DULL ASESU</i>
CYMWYSTERAU	CGC Gweinyddu Busnes L3 neu brofiad cyfatebol RSA, OCR Lefel 2 neu gyfatebol Cwymhwyster yn ymwneud â TG CLAIT plus /ECDL neu gyfatebol	AMSPAR – City & Guilds L3 CGC L3 mewn Gwasanaeth Cwsmeriaid Hyfforddiant Statudol a Gorfodol	Tystysgrifau yn y Cyfweiliad/ Ffurflen Gais Asesiad clywedol o allu Defnyddio ffeil ddigidol
PROFIAD	Gwybodaeth o ystod o brosesau gweinyddol. Profiad o weithio mewn amgylchedd swyddfa brysur. .	Profiad o weithio yn y GIG	Cyfweiliad/ Ffurflen Gais
SGILIAU gan gynnwys y sgiliau corfforol angenrheidiol ar gyfer y swydd	Cyfathrebu'n broffesiynol ac effeithiol â staff ar bob lefel, yn llafar ac yn ysgrifenedig Gallu defnyddio rhaglenni Microsoft Office Profiadol mewn cynllunio a blaenoriaethu eich llwyth gwaith eich hun Hyblyg ac yn fodlon newid yn sgil gofynion gwasanaeth newidiol. Sgiliau trefnu rhagorol	Sgiliau cymryd cofnodion	Cyfweiliad/ Ffurflen Gais

GWYBODAETH	Tystiolaeth o ddatblygiad personol parhaus Gallu delio â gwybodaeth sensitif	Gwybodaeth am Sefydliadau GIG Termau Meddygol	Cyfweliad/ Ffurflen Gais
RHINWEDDAU PERSONOL (Amlwg)	Aelod o dîm Hawdd mynd ato / Cyfeillgar Hyderus Dibynadwy Datblygu eich arferion eich hun drwy fyfyrrio a dysgu Empathig		Cyfweliad
GOFYNION PRIODOL ERAILL (Nodwch)	Gallu teithio i fodloni gofynion y swydd	Siarad Cymraeg	CAJE REF: 2016/0456

Person specification: Medical secretary (Band 3)

	<i>ESSENTIAL</i> The qualities without which a post holder could not be appointed	<i>DESIRABLE</i> Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies	<i>METHOD OF ASSESSMENT</i>
QUALIFICATIONS	NVQ Business Administration L3 or equivalent experience RSA /OCR level 2 or equivalent IT related qualification CLAIT plus /ECDL or equivalent	AMSPAR – City & Guilds L3 NVQ Customer Service L3 Statutory and Mandatory Training	Certificates at Interview/ Application form Audio assessment of competence Digital file usage
EXPERIENCE	Knowledge of a range of administrative processes. Experience of working in a busy office environment.	Experience of working within the NHS	Interview/ Application form
SKILLS including those physical skills necessary for the post.	Competently communicates professionally and effectively with all levels of staff both verbally and in writing. Proficient in use of Microsoft office applications. Experienced in planning and organising and prioritise own workload. Flexible and adaptable to changing service demands. Excellent organisational skills	Minute-taking skills	Interview/ Application form

KNOWLEDGE	Evidence of Continual Personal development Ability to deal with sensitive information	Knowledge of NHS Organisations Medical terminology	Interview/ Application form
PERSONAL QUALITIES <i>(Demonstrable)</i>	Team player Approachable /Friendly Confident manner Reliable Develops own practice through reflection and learning Empathetic		Interview
OTHER RELEVANT REQUIREMENTS <i>(Please Specify)</i>	Able to travel to meet the requirements of the post	Welsh Speaking	