

“A great place to be cared for; a great place to work”

2020070551CEP



**University Hospitals of
Morecambe Bay**
NHS Foundation Trust

PERSON SPECIFICATION B4 Personal Assistant Integrated Community Care

Requirements	Essential	Desirable
Education and qualifications	RSA III NVQ Business Administration Level 3	Good standard of general education (including GCSE English or equivalent).
Experience	Significant secretarial experience working directly to a senior manager/clinician in a large, complex organisation.	Administrative / secretarial background Competent in all aspects of office administration. Good knowledge of NHS structure/function and stakeholders
Skills, ability and knowledge	Proficiency in Microsoft Word (word processing skills essential)	Proficiency in shorthand skills (eg 80wpm minimum). Skills in Microsoft PowerPoint and database packages highly desirable.

Personal Qualities	<p>Highly developed organisational skills and the ability to work under pressure with minimal supervision (including prioritising work and using initiative).</p> <p>Excellent written and verbal communication skills.</p> <p>Excellent customer relation skills.</p> <p>Confidentiality and discretion.</p> <p>Ability to travel as required.</p>	
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V18-08-22 All Posts