

**Personal Assistant/Administrator (Therapeutics and Palliative Care)
Person Specification**

		Essential	Desirable	Measured By
Education and Qualifications	GCSE level A to C in English or equivalent	x		Application Form
	OCR Stage III Word Processing or relevant PA qualification	x		Application Form
Experience	Experience of minute taking within meetings of varying purpose and seniority level.	x		Application Form/Interview
	Experience of working within an NHS environment		x	Application Form/Interview
	Good knowledge and experience of administrative and secretarial procedures within a large, complex, organisation	x		Application Form/Interview
	Experience of working with a range of Microsoft Office packages (e.g., Word, Excel, Outlook, Teams, and OneNote)	x		Application Form/Interview
	Experience of working with a variety of IT systems and databases	x		Application Form/Interview
	Experience of working in a busy environment	x		Application Form/Interview
	Experience of diary management	x		Application Form/Interview
	Experience of administratively coordinating training events and conferences.	x		Application Form/Interview



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		Essential	Desirable	Measured By
Skills and Knowledge	Excellent verbal communication skills in virtual, telephone, and face-to-face contexts, and with colleagues of all backgrounds	x		Application Form/Interview
	Excellent written communication skills, with the ability to present written information in a clear manner, demonstrating attention to detail.	x		Application Form/Interview
	Excellent organisational skills and the ability to multitask and prioritise workload to meet deadlines.	x		Application Form/Interview
	Experience of producing reports for use by colleagues throughout the organisation	x		Application Form/Interview
	A good understanding of confidentiality and commitment to upholding confidentiality principles	x		Application Form/Interview
	Ability to deal professionally with enquiries from staff, academics, members of the public, and colleagues.	x		Application Form/Interview
Personal Qualities	Work effectively and flexibly as part of a team to meet the needs of the services	x		Application Form/Interview
	Confident in dealing with people at all levels	x		Application Form/Interview
	Must be able to demonstrate an understanding of equality and diversity	x		Application Form/Interview
	Calm approach to changing work situations	x		Application Form/Interview
	Commitment to upholding the Trust's PROUD values: Patients first, respectful, ownership, unity, and delivery.	x		Application Form/Interview