

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Obstetric and Gynaecology Directorate Children's Directorate Administrative Support &amp; Rota Co-ordinator</b>
<b>JOB BAND:</b>	<b>Band 4</b>

### **GUIDANCE FOR MANAGERS:**

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

<b>Qualifications &amp; Education</b>	<b>Weighting (Essential or Desirable)</b>
GCSE or equivalent (level C or above) in English and Maths	Essential
NVQ/diploma (Level 3) in Business & Administration or ability to demonstrate equivalent experience	Essential
Medical Terminology	Desirable
NVQ Level 4	Desirable

<b>Knowledge and Training</b>	<b>Weighting (Essential or Desirable)</b>
Able to demonstrate advanced use of Microsoft Office packages particularly Outlook, Excel and Word	Essential
Proven administrative experience in a large organisation	Essential
Minute taking experience	Essential

<b>Experience</b>	<b>Weighting (Essential or Desirable)</b>
Experience of working as an administrator in the NHS	Desirable
Knowledge of the processes in an Anaesthetic Department	Desirable

Knowledge of the Trust	Desirable

<b>Communication &amp; Relationship Skills</b>	<b>Weighting (Essential or Desirable)</b>
Ability to work effectively within a team	Essential
Excellent interpersonal skills and ability to communicate effectively with people internally and external to the organisation	Essential
Friendly and professional attitude	Essential

<b>Analytical &amp; Judgement Skills</b>	<b>Weighting (Essential or Desirable)</b>
Attention to detail	Essential
Problem solving skills	Essential
Able to use own initiative and judgement in dealing with non-routine enquiries and situations	Essential
Awareness of the importance of confidentiality	Essential

<b>Planning &amp; Organisational Skills</b>	<b>Weighting (Essential or Desirable)</b>
Ability to cope effectively under pressure	Essential
Able to manage conflicting priorities and organise workload effectively with minimal supervision to meet tight deadlines	Essential
Flexibility with working hours to meet the needs of the service	Essential
Friendly and professional attitude	Essential

<b>Physical Skills</b>	<b>Weighting (Essential or Desirable)</b>
Has self confidence and uses this to respectfully challenge where appropriate	Essential
Displays strong motivation and commitment	Essential
Treats all people equality and with respect	Essential

<b>Equality, Diversity, Inclusion and Trust Values</b>	<b>Weighting (Essential or Desirable)</b>
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

<b>Prepared by:</b>	<b>Jo Malpass</b>
<b>Date prepared:</b>	<b>October 2021</b>
<b>Job evaluation completed:</b>	<b>Yes</b>
<b>Job evaluation reference number:</b>	