

PERSON SPECIFICATION

Radiology Personal Assistant

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications	GCSE or equivalent in English Good standard of numeracy RSA III or equivalent experience	NVQ in Customer Care or willingness to work towards this. ECDL	A A A
Experience	Personal assistant/business support experience. Experience of working with senior managers. Experience of accessing the internet/email systems Experience of diary management	Previous NHS experience	A & I A & I A & I A & I
Knowledge and Skills	Excellent communication skills Excellent customer care skills. Fast, accurate typing Proven well developed IT skills to include knowledge of e-mail, Word, Excel, PowerPoint and other relevant software. Significant experience of minute taking and structuring agendas. Understanding and experience in preparation of minutes and letters. Ability to prioritise workload.	Shorthand	A & I A & I A & I A & I A & I A & I A & I

	<p>Ability to work under pressure.</p> <p>Ability to work collaboratively achieving acceptable standards of behaviour and work performance.</p> <p>Ability to understand, absorb and comply with procedures and make use of own judgement in cases of importance.</p> <p>Clear understanding and ability to input data and information accurately.</p> <p>Experience of delivering against targets and objectives.</p>		<p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p>
Personal Attributes	<p>Self motivated (enthusiastic and confident)</p> <p>Flexible and responsive to changing demands, pro-active, assertive and organised.</p> <p>Ability to use initiative to work unsupervised, manage own time effectively and prioritise workload.</p> <p>Able to observe staff and patient confidentiality.</p> <p>Ability to work effectively as part of a team and to respect and value diversity.</p> <p>Friendly and caring manner.</p> <p>Ability to travel within the working day throughout the Trust and to attend out of Trust meetings on an occasional basis</p>		<p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p>
Other		Car driver with use of vehicle and full driving licence.	A & I

EFFORT FACTORS

○ PHYSICAL EFFORT

What physical effort is required for the job?

Type of Physical Effort	How Often	For How Long	What weight is involved	Any mechanical Aids
Advanced keyboard skills	Daily	Continuously		
Carrying papers etc for meetings	Daily	Up to 30 mins	Moderate carrying weight	Trolley if too heavy

Is the job holder expected to sit/stand in a restricted position? Yes, when sitting in office typing

How often? Every shift

For how long? More than 20 minutes on each occasion

○ MENTAL EFFORT

Are there any duties requiring particular concentration?

Types of Duties	How Often	For How Long
A good level of concentration is required to take notes and transcribe these for circulation.	2-3 times weekly	Up to three hours

Are there any duties of an unpredictable nature?

Types of Duties	How Often	For How Long
Frequent changes to Directors schedules requiring the post holder to re-schedule meetings, amend bring forward, prepare different papers etc at short notice. Flexible working is a requirement of this role	Can be daily	Can be throughout the day

○ EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?

Type of Circumstance	Direct/Indirect Exposure	How Often

Colleagues may be distressed by circumstances occurring in their clinical or management roles. Potholder may be first point of contact for distressed staff or patients/relatives Postholder may take minutes of difficult / distressing meetings	Indirect	Infrequent
---	----------	------------

○ **WORKING CONDITIONS**

Does the job involve exposure to unpleasant working conditions? *Infrequently*

What Working conditions	How Often

- **Employment Acts and Codes of Practice**

All employees are required to comply with employment legislation and codes of good practice.

- **Health and Safety [KSF Health safety and Security , level 1]**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to take reasonable care to avoid injury during the course of their work and co-operate with the Trust and others in meeting statutory requirements.

- **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

- **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

- **Rules, Regulations, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, standing orders and financial instructions and policies of the Trust.

- **Review**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

The Trust operates a No Smoking Policy and is an Equal Opportunities Employer

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE: