

## PERSON SPECIFICATION

### Surgical Rota Coordinator – Surgery Division

SELECTION CRITERIA	WEIGHTING 3 - Essential 2 - Important 1 - Desirable	STAGE MEASURED AT
<b>EDUCATION / QUALIFICATIONS</b>		
5 A to C grade GCSE's or equivalent including English Language	3	A
NVQ business and administration level 3 or equivalent <b>OR</b> proven previous relevant experience	3	A/I
<b>EXPERIENCE</b>		
Previous administrative experience	3	A
Experience of working with professionals	2	A
Demonstrate an understanding of customer care	3	I
Experience of working in the NHS	2	A
Previous experience of rota coordination	1	A
Attendance at multidisciplinary meetings	1	A
<b>KNOWLEDGE and SKILLS</b>		
Competent in the use of MS word, MS outlook and MS excel	3	A/I
Working knowledge of the NHS / Healthcare sector	2	A
Working knowledge of medical staffing terms and conditions of employment and training requirements including Working Time Directive and New Deal	1	A/I
Knowledge and skills in human resources	1	A
High level of accuracy and attention to detail – must be able to concentrate in situations where frequent interruptions are likely	3	I
Ability to adhere to policies and procedures	3	I
Can demonstrate good standards of written and verbal communication	3	A/I
Competent in administrative / clerical procedures	3	A/I
<b>QUALITIES and COMPETENCIES</b>		
Able to work independently and as part of a team	3	I
Conscientious and self motivated	3	I
Assertiveness and diplomacy when dealing with difficult situations	3	I

Assessment Criteria: A = Application, I = Interview, T = Test