

PERSON SPECIFICATION

Directorate: **Medicine**

Job Title: **Cardiology Nursing Administrator**

Band/ Grade: **BAND 3**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
R.S.A. or equivalent typing qualification		✓
ECDL or equivalent		✓
SKILLS, KNOWLEDGE AND ABILITIES		
Secretarial skills		✓
Excellent organizational skills	✓	
Ability to prioritise own work load	✓	
Knowledge of the Cardiac Rehabilitation Programme	✓	
Team player	✓	
Good interpersonal skills	✓	
Enthusiastic	✓	
EXPERIENCE		
Previous experience within NHS	✓	
Dealing with people	✓	
PERSONAL ATTRIBUTES		
Smart appearance	✓	
Articulate and conversant with the public and trust employees	✓	
Motivated	✓	
OTHER FACTORS		
Ability to fulfil the travel requirements of post	✓	
Flexible working with prior agreement		✓
Able to meet the moving and handling requirements of the job using aids and adaptations if required	✓	