

Person Specification

Job Title: Haematology and Oncology Administration Assistant Division: Elective

| Job Requirements | | Weighting |
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| <p>QUALIFICATIONS/TRAINING</p> <ul style="list-style-type: none"> • Level of education • Professional qualifications • Vocational Training • Post basic qualifications • Training and learning programmes/courses | <ul style="list-style-type: none"> • Literacy and Numeracy skills • 4 GCSE's or equivalent • NVQ training to a minimum Level 2, or equivalent level qualification • IT skills | <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| <p>EXPERIENCE</p> <ul style="list-style-type: none"> • Length and type of experience • Level at which experience gained | <ul style="list-style-type: none"> • Demonstrate experience of working effectively in an office environment undertaking a range of administration duties • Good knowledge of Microsoft Office packages including Word, Excel, PowerPoint, Outlook | <p>E</p> <p>E</p> |
| <p>SKILLS/KNOWLEDGE</p> <ul style="list-style-type: none"> • Range and level of skills • Depth and extent of knowledge | <ul style="list-style-type: none"> • Ability to maintain strict confidentiality at all times • Excellent written and verbal skills • Be able to undertake basic calculation/information. • Ability to work proactively, on own initiative and as part of a team • Proven ability to produce well-presented clear and accurate documents. • Ability to follow processes accurately with attention to detail • Ability to manage and maintain office systems. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |

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| <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> Sometimes called attributes | <ul style="list-style-type: none"> Excellent interpersonal and communication skills Maintain and develop positive relationships with colleagues Ability to work as part of a team Punctual Flexible approach to supporting colleagues and the service. Demonstrates recognition of own role and commitment to personal development | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> |
| <p>OTHER JOB REQUIREMENTS</p> <ul style="list-style-type: none"> Physical attributes Specific job circumstances such as unsocial hours Special requirements such as car driver | <ul style="list-style-type: none"> Understanding of flexibility in order to meet service requirements. Takes responsibility for own actions and promotes good team working. On occasions required to travel across Warwickshire | <p>E</p> <p>E</p> <p>D</p> |

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| <p>* Notes on Completion</p> | |
| <p>JOB REQUIREMENTS</p> <p>The job requirements are in effect the person specification, in that they specify the person who could do the job competently.</p> | <p>WEIGHTING</p> <p>Please indicate for each criteria whether it is Essential or Desirable.</p> |