

### Personal Specification:

<b>Job Title:</b>	Lead Coordinator (Trauma & Orthopaedics)
<b>Base:</b>	Gloucestershire Royal Hospital

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

**Key to terms: E: Essential, D: Desirable. How is it assessed? I: Interview, A: Application**

### Qualifications, Experience, Knowledge, Skills, Abilities

Evidence of appropriate experience within an Administrative/Supervisor post in the NHS.	E	A
Knowledge and awareness of national and local waiting time targets and data quality issues	E	A/I
Good and effective organisational skills including a high level of accuracy and attention to detail.	E	A/I
Must be able to demonstrate ongoing personal development and willing to undertake any internal training as needed.	E	A/I
Experience of training of individuals	D	A/I
Excellent Prioritisation skills	E	I
Able to work under pressure to meet deadlines	E	A/I
Evidence of advanced computer skills – including TRAK and Microsoft office applications	E	A/I
Flexible working patterns to include working Trustwide	E	A/I
Ability to make independent decisions using own initiative in fast paced environments	E	A/I
Ability to work well under pressure	E	A/I
Ability to appropriately delegate	E	A/I

Confidence in conflict management and resolution	D	A/I
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