

Person Specification

Job Title: Senior Administrator/Medical Secretary Band 4

Attributes	Essential	Desirable
<p>QUALIFICATIONS</p>	<p>GCSE (or equivalent) Grade C or above, with English, Maths and at least one science</p> <p>NVQ Level 3 or HCS Apprenticeship Level 2 or RSA levels 3 or equivalent</p> <p>Evidence of numeracy and literacy</p> <p>Good written and spoken English</p>	<p>Ability to record minutes</p>
<p>KNOWLEDGE & EXPERIENCE</p>	<p>Previous recent Senior Administration, PA or comparable experience.</p> <p>Experience of Procurement processes and knowledge of supply chain and budgeting.</p> <p>Experience of dealing with patients and a commitment to a high level of customer service.</p> <p>In depth Knowledge of IT systems including Microsoft packages.</p> <p>Experience in minute taking at a senior level.</p> <p>Knowledge and experience of diary management and the organising of meetings.</p> <p>Understanding of confidentiality issues.</p> <p>Experience of working as part of a team in a multidisciplinary setting and working across organisations/agencies.</p> <p>Excellent attendance record</p>	<p>Experience of supervision and training.</p> <p>Experience of Epic Hive</p> <p>Experience of RTT pathway management</p> <p>Experience of clinic diary, clinic templates and waiting list management.</p> <p>Knowledge of NHS policies and procedures</p> <p>Previous work in a Hospital/ laboratory or clinical setting</p>

<p>SKILLS AND ABILITIES</p>	<p>Evidence of working as part of a team.</p> <p>Ability to liaise with service users.</p> <p>Able to keep clear and accurate records, showing attention to detail and perform basic calculations.</p> <p>Able to read, understand and follow written instructions and apply knowledge to undertake and assist in reporting on biomedical investigations.</p> <p>Able to communicate information both verbally and in writing in a clear and concise manner.</p> <p>Excellent telephone manner and interpersonal skills, able to deal confidently and sensitively with people at all levels.</p> <p>Accurate record keeping and meticulous attention to detail.</p> <p>Ability to recognise problems and identify when further advice is required.</p> <p>Ability to manage and prioritise own workload/use initiative.</p> <p>Highly motivated.</p> <p>Highly organised.</p>	<p>Proven leadership and management skills</p>
<p>ATTRIBUTES</p>	<p>Can cope with busy, stressful periods.</p> <p>Ability to recognise and understand what good standards of quality are and apply them at all times.</p> <p>Able to show self-motivation and use initiative, recognising when to refer upwards.</p> <p>Ability to work off-site – if required by section</p> <p>Flexible attitude to work</p>	<p>.</p>

OTHERS	Aware of the need for data quality and data protection. Appreciation of the confidential and sensitive nature of patient information. Exhibit the Trust Values and Behaviours	
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