

## PERSON SPECIFICATION

### Surgical Centre PA to Centre Manager and Clinical Directors

#### EXPERIENCE, SKILLS AND PERSONAL CIRCUMSTANCES

<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience, plus relevant work-based experience.</li> <li>• Evidence of a commitment to continuous professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience and ability to provide secretarial support to a manager.</li> <li>• Evidence of ability to achieve own work targets.</li> <li>• Evidence of experience of team/workforce supervision</li> <li>• Experience of successful management of a number of projects.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to deal with confidential and occasionally complex and sensitive matters with diplomacy and expertise.</li> <li>• Evidence of ability to supervise staff to deliver objectives and targets</li> <li>• Evidence of ability to manage own workload effectively.</li> <li>• Evidence of ability to exercise own judgement and occasionally analyse situations in order to identify a way forward.</li> <li>• Evidence of ability to make decisions.</li> <li>• Knowledge of full range of secretarial policies and procedures.</li> <li>• Evidence of advanced keyboard skills.</li> <li>• Evidence of standard level use of IT packages such as Microsoft Office suite of products.</li> <li>• Ability to use relevant bespoke health or Trust IT products such as e-Rostering software or ESR (desirable).</li> </ul>
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to travel across all Trust sites as required.</li> <li>• Eligible to work in the UK.</li> </ul>