

PERSON SPECIFICATION

Job Title: Heart Assessment Team Administrator

	Essential	Desirable	Measured By
Qualifications	<p>Possess or be willing to undertake NVQ level 2 and 3 in Business Administration</p> <p>To be familiar with audio/digital dictation Administration experience</p> <p>4 GCSE (Grade 9-4 or C and above) or equivalent.</p>	<p>Qualification in word processing / IT skills</p>	<p>Application form / interview</p>
Knowledge, Behaviours and Experience	<p>An understanding of the requirements of the role</p> <p>Ability to work well independently and within a multi-disciplinary team</p> <p>Demonstrate effective time management skills</p> <p>Ability to maintain a professional attitude at all times</p> <p>Desire to learn</p>	<p>Knowledge of the hospital administration system</p> <p>Database Management</p>	<p>Application form / interview</p>
Skills	<p>Evidence of effective verbal face to face/telephone/non-verbal. Written communication skills</p> <p>Basic Computer Skills</p>		<p>Application form / interview</p>
Specific job requirements	<p>Ability to prioritise and manage own workload to meet service demands</p> <p>Awareness of own limitations</p> <p>Ability to work under pressure and meet workload demands</p>	<p>If working across site need to be able to commute between sites independently</p>	<p>Application form / interview</p>