

## PERSON SPECIFICATION

### PROJECT SUPPORT OFFICER – CRITICAL CARE GETTING TO GOOD PROJECT

Job Requirements	Assessment /Interview	Weighting (Essential/Desirable)
<b>Education and Qualifications</b>		
• Diploma or equivalent level of knowledge and experience	A,I	E
• Evidence of commitment to CPD / recent self-development or training in administration and/or office practices, including update training on software applications	A,I	E
• European Computer Driving License (ECDL)	A,I	D
<b>Experience and Knowledge</b>		
• Excellent working knowledge of MS Office and Windows systems	A,I	E
• Knowledge of relevant administrative policies and procedures	A,I	E
• Knowledge of relevant organisational policies and procedures	A,I	E
• Recent NHS experience	A	D
• Understanding of the Data Protection and Freedom of Information Acts	A,I	D
• Knowledge and / or experience of a full range of administrative processes and software programmes	A	E
• Experience of providing administrative support to projects	A,I	E
• Experience of maintaining comprehensive record keeping	A,I	E
• Experience of negotiating with and influencing other staff	A,I	E
• Experience of managing small projects and / or project methodology	A,I	E
• Experience of events organisation for large groups	A,I	D
• Experience of setting up and maintaining administration and filing systems	A,I	E
<b>Skills and Ability</b>		
• Advanced skills in the use of MS Office and Windows systems	A,I	E
• High degree of accuracy and attention to detail	A,I	E
• Able to make decisions in the absence of managers	A,I	E
• Excellent communication skills (written and oral) with proven experience of dealing with a wide and complex range of matters and stakeholders	A,I	E
• Ability to take and draft minutes from confidential or contentious meetings, project plans and reports	A,I	E
• Able to work flexibly to meet the needs of the service	A,I	E
• Self-starting and a good team player	A,I	E
• Able to work under own initiative and manage own time effectively	A,I	E
• Able to work under pressure with a minimum of supervision	A,I	E
• Able to prioritise and plan work in a busy environment and to tight deadlines	I	E

<ul style="list-style-type: none"> <li>• Ability to organise data, paying attention to detail and suggesting courses of action</li> </ul>	I	E
<b>Level of Autonomy</b>		
<ul style="list-style-type: none"> <li>• Works to achieve agreed objectives within organisational policies, standard operating procedures etc.</li> </ul>	A,I	E