

PERSON SPECIFICATION

MSK Support Co-ordinator (Fracture Liaison Service) Band 3

EXPERIENCE, SKILLS AND PERSONAL CIRCUMSTANCES

Education and Qualifications	<ul style="list-style-type: none"> • NVQ3in Business Administration or equivalent qualification or experience. • Evidence of a commitment to continuous professional development. • RSA level 1 typing, or equivalent experience.
Experience	<ul style="list-style-type: none"> • Proven ability to provide administrative services. • Evidence of ability to achieve own work targets.
Skills and knowledge	<ul style="list-style-type: none"> • Evidence of ability to deal with routine (although occasionally complex and sensitive) matters with tact. • Evidence of ability to manage own workload effectively. • Evidence of ability to exercise own judgement and occasionally analyse situations in order to identify a way forward. • Evidence of ability to make decisions. • Knowledge of NHS performance standards. • Evidence of standard keyboard skills. • Evidence of standard level use of IT packages including Microsoft Office suite of products. • Ability to use relevant bespoke health or Trust IT products such as e-Rostering software or ESR. • Knowledge of SQL reporting • Ability and desire to utilise data reporting systems to gather information required to support the service.
Personal Circumstances	<ul style="list-style-type: none"> • Ability to travel across all Trust sites as required.