

PERSON SPECIFICATION

Radiology & Imaging Centre Personal Assistant for Radiology & Imaging EXPERIENCE, SKILLS AND PERSONAL CIRCUMSTANCES

<p>Education and Qualifications</p>	<ul style="list-style-type: none"> • NVQ3 or equivalent qualification or experience, plus relevant work-based experience. • Evidence of a commitment to continuous professional development.
<p>Experience</p>	<ul style="list-style-type: none"> • Proven ability to provide secretarial support to a manager. • Evidence of ability to achieve own work targets. • Evidence of the successful management of a number of projects.
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> • Evidence of ability to deal with confidential and occasionally complex and sensitive matters with diplomacy and expertise. • 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 full range of secretarial policies and procedures. • Evidence of advanced keyboard skills. • Evidence of standard level use of IT packages such as Microsoft Office suite of products. • Ability to use relevant bespoke health or Trust IT products such as e-Rostering software or ESR.
<p>Personal Circumstances</p>	<ul style="list-style-type: none"> • Ability to travel across all Trust sites as required. • Eligible to work in the UK.