

PERSON SPECIFICATION

Job Requirements	Assessment	Weighting
<u>Education and Qualifications</u>		
First degree in relevant subject or equivalent experience	A	1
OCR Level 3 (Advanced) text processing or equivalent	A	2
Evidence of commitment to CPD	A,I	2
<u>Experience and Knowledge</u>		
Significant management secretarial experience in a relevant office environment	A,I	1
Knowledge of relevant administrative polices and procedures	A,I	1
Knowledge of relevant organisational polices and procedures	A,I	2
Recent NHS experience	A	2
Experience of working in a confidential environment	A,I	1
Understanding of the Data Protection and Freedom of Information Acts	A,I	1
Experience of setting up and maintaining administration and filing systems	A,I	1
<u>Skills and Ability</u>		
Advanced skills in the use of Microsoft office software especially Word, Excel, Access, Outlook and PowerPoint	A,I	1
Accurate typing speeds of a minimum of 50 wpm	A,I	1
High degree of accuracy and attention to detail	A,I	2
Excellent written and verbal communication skills	A,I	1
Ability to take and draft minutes from confidential or contentious meetings	A,I	1
Able to work flexibly to meet the needs of the service	A,I	1
Good team worker	A,I	1
Able to work under own initiative and manage own time effectively	I	1
Willing to travel to either Trust site for meetings as required	I	1

Key:

	Assessment
A	Application form
I	Interview
R	References
All	All available data

	Weighting
1	Essential
2	Desirable