

EXPERIENCE, SKILLS AND PERSONAL CIRCUMSTANCES

<p>Education and Qualifications</p>	<ul style="list-style-type: none"> ▪ BTEC or equivalent qualification experience ▪ Evidence of commitment to continuous professional development
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Proven ability to provide a secretarial and administrative service on behalf of a manager ▪ Evidence of experience of team/workforce supervision ▪ Evidence of ability to achieve own work targets
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> ▪ Evidence of ability to deal with routine but potentially sensitive matters with diplomacy and expertise ▪ Evidence of ability to make decisions ▪ Knowledge of administrative and organisational policies and procedures ▪ Evidence of standard keyboard skills ▪ Evidence of standard level use of IT packages such as Microsoft office suite products ▪ Ability to use relevant bespoke health or Trust products
<p>Personal Circumstances</p>	<ul style="list-style-type: none"> ▪ Ability to travel across all Trust sites as required