

**NHS LANARKSHIRE**  
**PERSON SPECIFICATION**  
**Lead Medical Secretary – Band 4 – NHSL12/013**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b> Level of education, professional qualifications, training and learning programmes/courses	SVQ3 qualification or equivalent experience + demonstrable experience at medical secretary level	Possess or be working towards ECDL or equivalent
<b>Experience</b> Length and type of experience, level at which experience gained		Secretarial experience in an equivalent position.  Supervisory / mentorship experience in an equivalent position
<b>Knowledge</b> Depth and extent of knowledge	Comprehensive knowledge and understanding of medical terminology	Knowledge of Microsoft Office Packages and Database Systems  Knowledge & understanding of CTO processes and Mental Health Act
<b>Skills/Abilities</b> Range and level of skills i.e. communication (oral, written, presentation), planning/organisation, numeracy, leadership etc	Effective team worker  Ability to deal with change  Evidence of good communication skills with patients, clinicians and colleagues  Advanced audio typing skills  Strong competence with relevant IT systems  Excellent organisational skills  Proven ability to work under pressure	Proficient IT skills which include a full working knowledge of Microsoft office packages.  Ability to prioritise workload and work on own initiative.  Excellent oral and written communication skills.  Excellent time management skills.  Accurate keyboard skills
<b>Specific Job Requirements</b> Environmental conditions, unsociable hours, car driver etc		

Signed:		Date:
PRINT NAME:	Designation:	