

NHS Lothian

Management Assistant

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How Assessed
Personal Traits	<p>Open minded, treats colleagues with dignity and respect.</p> <p>Capacity to work with clinicians and staff at all levels.</p> <p>Exemplary personal standards of conduct and behaviour.</p> <p>Proactive</p> <p>Motivated</p> <p>Team Player</p> <p>Patient focused ethos</p> <p>Robust interpersonal skills</p> <p>Dedication to delivering an excellent service for patients</p>		R / I
Qualifications and Training	<p>Proficient keyboard and Audio skills</p> <p>Good organisation / planning and communication skills</p> <p>Attention to detail and ability to work under pressure</p>	<p>Medical Terminology</p> <p>TRAK training</p> <p>Experience using SSTS</p> <p>Ability to act on own initiative with little supervision, but also able to seek support / advice when appropriate</p>	A / I
Skills and / or Abilities	<p>Demonstrate working under pressure to tight deadlines</p> <p>Robust IT Skills</p> <p>Accurate and fast typing skills</p> <p>Ability to communicate clearly across the multidisciplinary team</p>		A / I

Specific Job Requirements	<p>Managing time effectively and prioritising work to meet competing demands where priorities can change at very short notice</p> <p>Work to tight deadlines and be highly organised</p> <p>Demonstrate patience, understanding and impartiality and remaining calm under pressurised situations.</p>		
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Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References