

NHS Lothian**Post: Administrative Support Officer (Strategic Planning)****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	Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes		A/I
Qualifications and Training	HND level qualification in business administration/other relevant subject or equivalent experience in an administrative support role.		
Experience and Knowledge	Knowledge of intranet/internet editing software. Experience of servicing committees as required on an ongoing basis, including minute-taking.		
Skills and/or Abilities	Good keyboard skills. Experience of engaging and working effectively with colleagues of all disciplines. Previous experience in working in a project environment including supporting financial management processes. Ability to work under pressure and meet deadlines. Effective interpersonal, organisational, communication and decision-making skills.		
Specific Job Requirements			

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Key – how assessed	
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A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References