

NHS Lothian

Post: Band 3, Reference Laboratory Administrator (U-CN-LAB-HMB-TYP1)

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 Displays and attitude of openness, honesty, responsibility and loyalty within the team Motivated, flexible & adaptable	Motivated and committed to further develop skills and knowledge Good time management skills	A/I/R
Qualifications and Training	SVQ111/HNC level qualification in business administration / other relevant subject or experience in a similar administrative role		C
Experience and Knowledge	General Administration including diary management and meeting preparation. Good knowledge of MS Office Knowledge of Administrative procedures		A/I/R
Skills and/or Abilities	Excellent IT Skills Good communication skills both verbal and written, maintaining confidentiality at all times Good interpersonal skills Effective organisational and planning skills Ability to prioritise workload, managing competing demands and use own initiative Ability to work autonomously with minimum supervision	Proactive approach	A/I/R
Specific Job Requirements	Post holder may be required to work flexibly across several different sites around Lothian		I

Key – how assessed

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