

NHS Lothian

Post: Audio Typist - Band 2 (Edinburgh Dental Institute, Lauriston Building)

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.

	Essential	Desirable	How Assessed
Personal Traits	<p>Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect & openness, honesty & responsibility through the application of appropriate behaviours and attitudes.</p> <p>Be keen and motivated to learn and improve</p> <p>Have a positive attitude and professionalism in both face to face and telephone interactions with staff and other professionals.</p> <p>Enjoy a diverse team working environment</p> <p>Have an exceptional ability to communicate with a variety of internal and external colleagues</p>		A/I/R
Qualifications and Training	HNC/SVQ111 in Secretarial Studies/Business Administration	Medical terminology training/experience	A/I/C/T
Experience and Knowledge	<p>Previous experience in a Secretarial /Audio Typist/Administration role.</p> <p>Effective Organisational skills and ability to manage priorities.</p> <p>Advanced keyboard skills</p> <p>Sound working knowledge of computer software packages, databases, spreadsheets.</p>	<p>NHS experience</p> <p>G2 Interactive System</p> <p>TRAK experience</p>	A/I/C/R/T
Skills and/or Abilities	<p>Excellent organisational, oral and written communication skills.</p> <p>Ability to develop and implement administration processes.</p> <p>Excellent IT skills including knowledge of word processing, spreadsheet and databases.</p>		A/I/R

	Ability to use own initiative Time Management		
Specific Job Requirements	Be highly aware of patient confidentiality Able to manage own time effectively, prioritising work to meet competing demands. Be able and willing to work in other locations across the NHS Lothian area .	Driver with use of a car.	A/I/R

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