

**NHS Lothian**

**Post: Administrative Assistant (Band 2)**

**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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal traits:	Understands and demonstrates the NHS Lothian's values of quality, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes	Motivated and committed to further develop skills and knowledge  Good time management skills	A I R
	Committed to the development and maintenance of good relationships with colleagues, patients and the community.		A, I,R
	Good communication skills (verbal and written) with an ability to communicate well with staff at all levels, including maintaining confidentiality		A, I,R
	Motivated, flexible and adaptable.		A, I,R
Qualifications and Training	Competent in Microsoft packages	European Computer Driving Licence	C
Experience and Knowledge:	Previous experience working / assisting in an office environment  Previous experience of working without direct supervision	Experience in use of NHS IT systems An awareness of NHS Lothian policies and procedures Experience working directly with members of the public	A I R
Skills and or Abilities:	Be able to work independently or as part of a team and use initiative		A I R
	Demonstrate experience working under pressure and in stressful situations		A, I, R
	Demonstrate the ability to respond effectively & efficiently to changing priorities and deadlines		
Specific Job Requirements	Post holder may be required to work flexibly across several different sites around Lothian		C

**Key – how assessed**

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