

**Post: Personal 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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	Ability to communicate effectively with large range of people. Assertive, confident and approachable Ability to negotiate		AIT
Qualifications and Training	HNC/SVQIII in Secretarial Studies/ Business Administration / other relevant subject.		ACIR
Experience and Knowledge	Previous experience in a Secretarial/PA role and ability to demonstrate: <ul style="list-style-type: none"> <li>Ability to develop and implement administrative processes</li> <li>Sound working knowledge of computer software packages including word processing, databases, spreadsheets</li> <li>Day to day staff supervision experience or aptitude to develop</li> <li>Training / experience in the use of audio and copy typing</li> </ul>	Previous experience of working in health care environment or ability to highlight transferrable skills for non NHS work  Insight into potential challenges or opportunities of the job  SSTS Training Trak Training Datix Training eRoster	ACITR
Skills and/or Abilities	Effective organisational skills and ability to manage priorities Excellent oral and written communication skills Time management Advanced keyboard skills Attention to detail	Ability to manage challenging people or situations	ACITR
Specific Job Requirements	Day to day departmental organisation, ordering supplies, preparing essential documents. Minute taking, letter writing and proof reading. Diary management, meeting organisation and planning. Handling sensitive complaints and confidential staff information Database management and report production for use by clinical and senior team Working with administrative colleagues across the Directorate to provide flexible consistent cover		

**Key – how assessed**

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