RECRUITMENT AND SELECTION STANDARDS



PERSON SPECIFICATION FORM

Post Title/Grade**: Administration Officer**

Department/Ward: **ESTATES**

Date:

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Significant office experience    Experience within demanding user led service | Experience in the administration of medical equipment maintenance contracts  Experience within health service environment | Application form / Interview |
| **Qualifications/**  **Training** | Educated to Higher level including English or equivalent | Higher National Certificate or SVQ3 in Administration or equivalent  Previous NHS experience | Application Form and Certificates. |
| **Knowledge** | Knowledge of Microsoft packages including advanced use of Excel | Working knowledge of SSTS  Working knowledge of PECOS  Working knowledge of MICAD | Application Form / Interview. |
| **Skills** | Excellent Organisational and  Time Management Skills  Excellent communications skill both written and verbally with the ability to adhere to confidentiality and exercising discretion at all times  Ability to use the PC effectively and confidently | Problem Solving skills | Interview |
| **Aptitude** | Ability to work with minimal direction.  Proactive  Ability to work to deadlines | Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife. | Interview |
| **Other**  **e.g. Team Player, Be able to travel** | Team Player  Be able to travel between work places as required | Good understanding of Health and Safety in the workplace.  Good Housekeeping and knowledge of DSE | Interview |