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 contractsExperience 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 equivalentPrevious NHS experience | Application Form and Certificates. |
| **Knowledge** | Knowledge of Microsoft packages including advanced use of Excel | Working knowledge of SSTSWorking knowledge of PECOSWorking knowledge of MICAD | Application Form / Interview. |
| **Skills** | Excellent Organisational and Time Management SkillsExcellent communications skill both written and verbally with the ability to adhere to confidentiality and exercising discretion at all timesAbility to use the PC effectively and confidently | Problem Solving skills | Interview |
| **Aptitude** | Ability to work with minimal direction.ProactiveAbility 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 PlayerBe able to travel between work places as required | Good understanding of Health and Safety in the workplace. Good Housekeeping and knowledge of DSE | Interview |