**NHS LOTHIAN**

**Post: Directorate Assistant Band 5**

**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.

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| Criteria | Essential | Desirable | How assessed |
| Personal Traits | Understands and demonstrates the NHS Lothian’s values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes  Confident and Articulate.  Motivated to achieve results  Positive attitude to change  Organised and adaptable  Enthusiastic |  | A / I / R |
| Qualifications and Training | HND in business / administration related subject **or** equivalent experience. | Trak training | A / C / I |
| Experience and Knowledge | Knowledge of the health and social care sector.  Staff supervisory experience.  Experience of monitoring budgets.  Experience of managing change  Project management experience.  Proficient in Microsoft Office software  Experience of data analysis and manipulation. | Experience of working in the health and social care sector.  Experience of managing Waiting Lists.  Line management experience | A / I / R |
| Skills and/or Abilities | Excellent Communication Skills  Able to effectively manage conflict.  Skilled in negotiation.  Robust numerical skills  Able to support staff development  Proactive problem solving  Ability to prioritise workload, manage competing demands and use own initiative  Ability to work autonomously with minimum supervision  Ability to collaborate and achieve consensus  Ability to develop strong working relationships across multi-disciplinary teams  Advanced keyboard typing skills  Skilled in minute taking  Critical thinking skills |  | A / I / R |
| Specific Job Requirements | Eligible for membership of the Protecting Vulnerable Groups scheme. |  | A / I / R |

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