**Person Specification**

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| JOB TITLE/BAND: | | Clerical Officer/Audio Typist – Band 2 | | |  | |
| **LOCATION:** | | Drumhar Health Centre Perth - Community Paediatrics | | |  | |
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| **CRITERIA** | | **ESSENTIAL** | | **DESIRABLE** | **METHOD OF EVALUATION** | |
| **EXPERIENCE:** | | Relevant experience of working in an office environment. | | Previous employment within NHS. | Application Form  Interview | |
| **QUALIFICATIONS:**  (Training; Research; Publications) | | Educated to a minimum of Standard Grade or National Certification | |  | Application Form  Interview | |
| **KNOWLEDGE &**  **SKILLS:** | | Proficient audio typing and keyboard skills.    Medical terminology.  Knowledge of NHS systems eg Trak, Emis, Winscribe | | NHS Tayside Policies & Procedures.  Internet/Intranet  NHS systems  Medical Terminology | Application Form  Interview | |
| **PERSONAL QUALITIES:** | | Excellent communicator with effective interpersonal and communication skills.  Ability to work as part of a team and to work with a degree of autonomy. | |  | Interview | |
| **OTHER:** | | Able to work under pressure and deal with situations of a sensitive nature. | |  | Interview | |