**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 FormInterview |
| **QUALIFICATIONS:**(Training; Research; Publications) | Educated to a minimum of Standard Grade or National Certification |  | Application FormInterview |
| **KNOWLEDGE &****SKILLS:** | Proficient audio typing and keyboard skills.  Medical terminology.Knowledge of NHS systems eg Trak, Emis, Winscribe | NHS Tayside Policies & Procedures.Internet/IntranetNHS systemsMedical Terminology | Application FormInterview |
| **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 |