RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

**Post Title/Grade: Personal Assistant**

### **Directorate: Women, Children and Clinical Services**

**Date: October 2023**

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | * Skills and competencies associated with relevant experience in a PA or secretarial role
* Experience within a demanding, user-led service
 | Experience of working within a hospital environmentKnowledge of NHS procedures/practices or experience of working within the public sector | Application form & Interview |
| **Qualifications/****Training** | * Recognised secretarial qualification eg, HND or minimum significant experience
 | Knowledge of NHS procedures / practices | Application formAssessment / Test at Interview |
| **Knowledge** | * Excellent working knowledge of Microsoft Office packages including; Word, Excel PowerPoint, MS Teams, Outlook
* Office processes
 | Shared Drive electronic filing systems | Application form & Interview |
| **Skills** | * Excellent organisational skills
* Good communication and interpersonal skills
* Able to prioritise demanding workload and work on own initiative
* Problem solving skills
* Ability to interpret a range of wide range of documents
* Accurate minute taking skills
* A level of English language competency and communication skills, both written and oral, necessary to perform this role safely and effectively
 | Easily adapts to change | Interview |
| **Aptitude** | * Ability to work on own initiative
* Ability to work to deadlines
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| **Other**  | * Team Player
* Flexible
* Assertive
* Adaptable
* Able to work under pressure
 |  | Interview |