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 environment  Knowledge 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 form  Assessment /  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 |  |  |
| **Other** | * Team Player * Flexible * Assertive * Adaptable * Able to work under pressure |  | Interview |