**Person Specification**

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| POST REF NO: |  |  |
| JOB TITLE/BAND:  | Clerical Officer Band 2 |  |
| **LOCATION:** | Stracathro Regional Treatment Centre |  |
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| **CRITERIA** | **ESSENTIAL**  | **DESIRABLE** | **METHOD OF EVALUATION** |
| **EXPERIENCE:** | IT, communication and organisational experience | Previous experience of working at similar level/potential to train | Application Form/Interview |
| **QUALIFICATIONS:**(Training; Research; Publications) | Evidence proficiency in word processing, basic pc skills, Clerical duties, Basic knowledge of Microsoft Excel |  | Application Form/Interview |
| **KNOWLEDGE &****SKILLS:** | Keyboard skills – speed and accuracy.Ability to prioritise workload efficiently.Must be able to meet demands of the role including maintaining the pace required to complete duties timeously.Written and oral skills.Communication skills.Computer software knowledge – Microsoft. | Understanding of NHS procedures including electronic systems. | Application Form/Interview |
| **PERSONAL QUALITIES:** | Good interpersonal and communication skills. Ability to work as part of a team. . |  | Application Form/Interview |
| **OTHER:** | Ability to work at pc/monitor and wear earphones for working shift. Ability to handle bulky case notes.Ability to travel across sites when required. |  | Application Form/Interview |