**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| POST REF NO: | |  | | |  | |
| JOB TITLE/BAND: | | Clerical Officer Band 2 | | |  | |
| **LOCATION:** | | Stracathro Regional Treatment Centre | | |  | |
|  | |  | | |  | |
| **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 | |