

**NHS Lothian**

**Post: Medical Secretary Band 3**

**PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	<ul style="list-style-type: none"> <li>▪ Friendly manner with good, appropriate interaction evident</li> <li>▪ Evidences good written and verbal communication skills</li> <li>▪ Demonstrates the ability to develop and maintain positive working relationships with colleagues and patients</li> <li>▪ Appreciates the values and benefits of team working</li> <li>▪ Organised and adaptable</li> <li>▪ Enthusiastic</li> </ul>		<p><b>I &amp; R</b></p> <p><b>A, I &amp; T</b></p> <p><b>I &amp; R</b></p> <p><b>I</b></p> <p><b>I</b></p> <p><b>I</b></p>
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ HNC/SVQ III in secretarial/ business administration or equivalent experience</li> <li>▪ IT skills with evidence of Microsoft Word and Outlook experience</li> <li>▪ Training / experience in the use of audio and copy typing</li> </ul>	<p>TRAK training</p> <p>PECOS Trained</p> <p>SSTS Trained</p>	<p><b>C</b></p> <p><b>I &amp; T</b></p> <p><b>C &amp; T</b></p>
Experience and Knowledge	<ul style="list-style-type: none"> <li>▪ Previous experience working in an office environment</li> <li>▪ Knowledge of administrative procedures and Microsoft Office software (Microsoft word)</li> </ul>	<p>Medical Terminology</p>	<p><b>I, A &amp; R</b></p> <p><b>I &amp; T</b></p>
Skills and/or Abilities	<ul style="list-style-type: none"> <li>▪ Advanced keyboard/audio typing skills</li> <li>▪ Excellent oral and written communication skills including minute taking and the ability to communicate effectively with a wide range of individuals</li> <li>▪ Able to work to high standard unsupervised.</li> <li>▪ Self motivated person with excellent time management and organisation skills.</li> </ul>		<p><b>C &amp; T</b></p> <p><b>A, I &amp; R</b></p> <p><b>R</b></p> <p><b>I &amp; R</b></p>

	▪		
Specific Job Requirements			

<b>Key – how assessed</b>	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References