

Person Specification

Department: COO	Job Title: PA to Deputy Chief Operating Officer and Performance and Information Director.	Permanent ✓	Weekly Hours: 37.5 hours
Location: NGH	AFC Band: AFC Band 4	Fixed Term	
Drawn up by: Victoria Leckie		Temporary	
		Bank	Maximum

Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Desirable Where available, elements that contribute to improved/ immediate performance in the job	Evidence obtained from: Presentation - P Interview - I Skills Assessment - S Application form - A
Qualifications (General education/further and professional)	GCSE level (or equivalent) at grade C or above in English and Maths OCR III word processing or equivalent ECDL or evidence of short courses in All Core Microsoft Office Applications (Outlook, Word, PowerPoint & Excel) Diploma in Business Administration (level 4), or experience in business administration that would equate to level 4, or NVQ3 qualification plus other short courses (e.g. ILM3, ECDL)		A
Experience (Previous/current work or any other relevant experience)	Relevant PA or secretarial experience Experience of working with multidisciplinary teams Knowledge and understanding of clerical procedures within a large organisation. Experience of Microsoft office packages, especially Word, Excel including Pivot tables and PowerPoint Experience of audio typing and real time minute taking Experience of implementing and managing processes for filtering and prioritising large volumes of	Experience of staff management Experience of providing PA experience to senior managers within the NHS	A/I

	email traffic for multiple staff members		
Further Training (Specialist/Management previous job training)		Knowledge of ESR and PALMS	
Special Skills/Aptitudes (Verbal, numerical, mechanical)	<p>Ability to work independently with minimal supervision.</p> <p>Ability to work as part of a team.</p> <p>Ability to provide guidance and support.</p> <p>Excellent organisational skills</p> <p>Good verbal communication skills</p> <p>Good written communication skills including the ability to present information in a clear manner.</p> <p>Ability to prioritise effectively, including when working to tight deadlines.</p> <p>Ability to deal effectively with conflict and to minimise its escalation.</p> <p>Ability to solve problems.</p> <p>Competent to interpret numerical information.</p> <p>Ability to keep accurate and appropriate staff records.</p> <p>Maintain the highest standards of confidentiality</p>	<p>Ability to produce brief reports including numerical information.</p> <p>Knowledge of medical terminology</p>	A/I
Other Factors			

Signed: _____ Date: _____

THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT FOR
MONITORING PURPOSES

***We are committed to our responsibilities under the Equality Act 2010 and encourage
equal opportunities, diversity and flexibility within our workforce***